



Recruitment & Selection Policy

Scope

This recruitment and selection policy applies to all employees who are involved in hiring for this company. It refers to all potential job candidates.

Commencement: This policy shall be effective from the date of approval by the Board members.

Purpose

The purpose of this policy is to recruit the best person for each position, ensuring compliance with respective employment legislation and organizational values. The policy defines the objectives to be met in the implementation of Recruitment and Selection which are aimed at attracting competent individuals to fill a position with the most suitable applicant. Candidates will be selected for appointment according to their ability, qualifications and competencies required to fulfil the job requirements.

Principles: We are an equal opportunities employer and committed to recruiting the best person for the post. Human Resource department will aim for a well-planned and discrimination-free hiring process.

Policy Elements

This policy specifies the procedure to be followed when hiring employees.

1. Identify the need for an opening through a requisition.

Hiring Manager (Supervisor/Team lead/Head of Department) will raise a requisition stating the need of a new hiring and will send it to Human Resource department. The requisition will cover the below areas:

- Replacement (mention the left employee's name & department)
- New requirement for business growth/expansion
- New requirement for additional workload
- New requirement for job restructuring
- Other reason

Justification for the requirements:

- Total available man-hour of concern department.
(Working hour per person multiplied by total number of manpower of that department)
- Total man-hour required against each job (including the proposed jobs) of that department.
- Deficiency of man-hour (total man-hour required minus available man-hour).
- Currently how the proposed jobs are allocated among or managed by existing manpower.
- Job Description: (the jobs for which he/she will be responsible for).
- Job Specification: (requirement of qualifications, experience & skills, age range).

2. Requisition approval from Management: Approval of the vacancy recruiting a new member of staff represents a major investment for the organization. Therefore, the recruitment and selection process for any role cannot be initiated without obtaining the appropriate approval to recruit. The approval process will be initiated by the Hiring Manager. The Hiring Manager and HR will discuss the recruitment request based on the information provided. After that HR will manage the approval from Management.

3. **Advertisement:** A standard advert template that must be used. It uses information provided in the Job Description to create an advert that is clear, concise and straight to the point. Below statement have to be included in the job advertisement.

“The Earth has a zero-tolerance policy with regard to Sexual Exploitation and Abuse. All potential candidates will be subjected to rigorous background checks and controls.”

Decision will be made by the Hiring Manager in consultation with HR whether to advertise internally, externally or both at the same time.

Internal employee transfer or previous candidate pool/waiting pool will be considered before publishing any job advertisement.

4. **Longlisting and Shortlisting:** HR will receive all applications based on the advert and agreed long-listing criteria, will compile a long list of potential candidates to be considered for the position. Once the ‘long list’ has been compiled by HR, the Hiring Manager will peruse the list, CV’s and will advise HR of the candidates to be progressed to the next stage.

5. **Decide the assessment procedure:** Hiring Manager & HR will combinedly take the decision regarding the assessment procedure. Written exam, Assignment or Interview.

PSEA related questions will be included in the written exam .

6. **Conduct written exam/Send Assignment** Formal communication with candidates will be done through email and phone call. The Hiring Manager will provide the question paper or assignment as per requirement. HR will maintain a question bank and finalize the paper. Question paper or assignment will not repeat for further use.

7. **Candidate Assessment:** Written exam script check, assignment review. The Hiring Manager will assess the script or review the assignment and will share the feedback. Based on the result HR will go for the further procedure.

8. Interview:

- HR will arrange interviews with the shortlisted candidates. Depending on availability and accessibility, the interview may be conducted ‘in person’ or via an online platform.
- A suitable interview panel. Interviewer from hiring department and HR as this helps to ensure a balanced outcome of the process.
- The interview panel will fill up the candidate evaluation form which will outline the criteria required for the role. Detailed notes from each interview will be maintained to show how marks were allocated.
- Records of the shortlisting and the interview process will be maintained.

9. **Candidate Reference Check:** All potential candidates will be subjected to background checks and controls.

The procedure will be :

- Reference check (reference information given by the candidate)
- Candidate Self Declaration Form
- Others background check as per company policy.

10. **Feedback to candidate:** Feedback will be given to all applicants, by HR, who completed assignments and/ or were interviewed for the position. This will be done within 7 (seven) working days after the selection and appointment of a candidate has been confirmed. HR will inform candidates they interviewed that they decided to reject them through a Regret email.

11. **Select the most suitable candidate:** After all the process, Hiring Manager will share his/her opinion regarding candidates. HR will compile all the evaluations and notify the candidate formally as soon as possible.

12. **Making an offer** After the interview panel has decided on the applicant to be offered the position, HR will convey the final outcome and seek approval for the employment offer (inclusive of the remuneration package) from the Management after which a formal written offer will be made to the candidate. Once the candidate has accepted the offer, HR will notify the Hiring Manager & Management accordingly, and confirm the start date of the new employee. The start date will depend on the notice period that the successful candidate needs to serve.

If the selected candidate is unable to join then the second competitive candidate will

13. **Educational and previous employer documents check:** Selected candidate have to submit photocopy of all academic certificates along with production of original copies at the time of joining for verification purpose and clearance letter from your previous employer, if any.

14. **Recruitment lead time:** Recruitment lead time will be **60 days** (requisition approval to appointment letter handover)

Monitoring and Record Keeping each stage of the recruitment and selection process will be in line with a suitable paper trail which is relevant and accurate will be maintained. It is important that a clear record of all decision making is retained in case any decisions are challenged and for feedback purposes.

- Stages may overlap. Hiring manager or HR may remove/add steps as appropriate.