# RECRUITMENT



#### 1. RECRUITMENT CYCLE

## A Prepare Scorecard

## B Create a vacancy/Job profile

Fancy job title
Job description & Responsibilities
Job Requirements
The team
The company
Employee benefits
Contact details

## C Sourcing system

Employee Reference
Mass mailer from search portal
Job posting in search portal
Head hunting / Candidate reference
Post on career page in Bridge website
Post on Facebook, Linkedin, Stackoverflow
Share the profile with employees and ask them to share/post in their network
External Recruiters: Contact Consultancies,
Suppliers, Agencies



# 2. RECRUITMENT CYCLE

- Initial Screening by HR Telephonic
- Top grading
- Bridge CV Format
- Analytical/Technical Test
- Technical Interview
- Management Interview Competencies
   (Role-based and Culture/Core values-based)
- Selection Giving offer
- Hire





#### **ONBOARDING**

- A Why?
- B This is done to ensure:
  - Smooth On-boarding
  - Maximize success in job
  - Make candidates happy and comfortable
- C Welcome Note
- D HR orientation:
  - About the company, mission, values, people, process and policies
  - Job Profile: Roles and Responsibilities
  - Evaluation process
- E Technical Induction:
  - Job expectation
  - Work Process
  - Client introduction

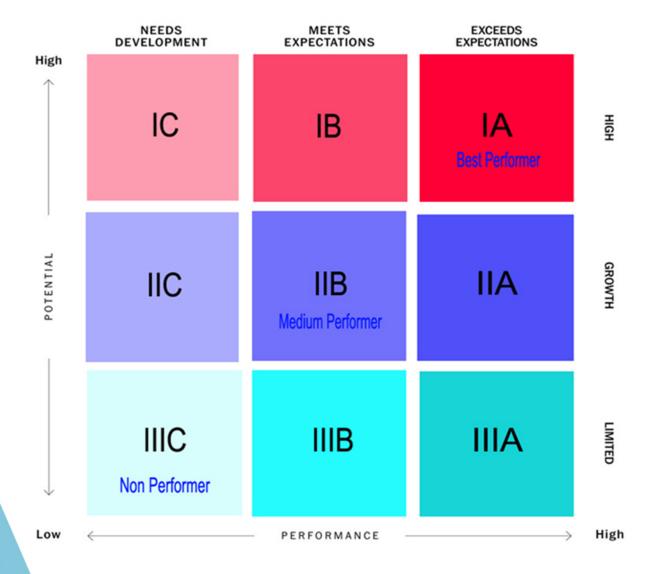




## **DEVELOPMENT & RETENTION**

#### 1. DEVELOPMENT

The following Grid shows the how the organizations can use succession planning process to evaluate Employee and groom them for future Leadership roles.





# FEEDBACK & EVALUATION

# A Frequent evaluations:

- One-to-one meeting with HR & Process Manager to measure performance.
- Monthly client evaluation in PMT.
- Monthly mentor-mentee evaluation in PMT.
- B Give open feedback
- C Confirm observations and agreements in writing.





#### **EXIT FORMALITIES**

- A. Who's leaving? Inform the respective client, team and the managers.
- **B.** Mention the reason for leaving Personal reasons or company decides to discontinue the services
- **C.** HR should accept the resignation of an employee in writing.
- D. Serve notice period: 1 month for junior/medior and 2 months for seniors.
- **E.** Find immediate replacement or transfer work to the next person in-charge.
- F. Knowledge transfer
- G. On the employees' last day of employment, the HR must:
  - Handover the relieving order and experience letter, after getting the 'No objection' consent from all departments.
  - Collect all company property including ID card, business card, library books, Office keys, Equipments (laptop, mobile devices,etc).
  - Deactivate company email, Skype and PMT.
  - Update HR records and remove access from all docs shared (via google, shared network)
  - Ensure the status in FB, linked in and other social media are updated and company details are removed.
- H. Thank the colleague for their contribution to the company success