RECUITEMENT POLICY HR TEK SYSTEMS

HR Tek Systems
Innovating HR with Technology

Objective:

This recruitment policy outlines HR Tek Systems structured and inclusive approach to hiring talented professionals for full-time, hybrid, and work-from-home (WFH) roles.

Scope:

This policy applies to all recruitment activities across departments and geographies, ensuring fairness and efficiency in attracting, assessing, and onboarding candidates for roles in full-time, hybrid, and WFH work models.

Recruitment Philosophy:

- **Talent Acquisition:** We aim to hire individuals who embody HR Tek Systems' values, exhibit high levels of competency, and demonstrate a willingness to grow with the organization.

- **Diversity and Inclusion:** We are committed to fostering a diverse workforce by sourcing talent from varied backgrounds, ensuring an unbiased selection process, and promoting an inclusive workplace culture.

- **Agility:** Our recruitment strategy is designed to quickly adapt to changing business needs, ensuring timely talent acquisition for all role types.

Recruitment Channels:

1. Internal Recruitment:

- **Objective:** Provide growth opportunities to existing employees by promoting open positions internally.

- **Implementation:**

    o Post internal job openings on employee portals.

    o Encourage managers to identify and nominate suitable internal candidates.

    o Offer career counselling for internal applicants to align roles with their career aspirations.

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2. External Recruitment:

- **Objective:** Attract external talent to fill skill gaps and introduce fresh perspectives.

- **Implementation:**

    o   Partner with job boards, social media platforms, and recruitment agencies with expertise in IT consulting.

    o   Build relationships with professional organizations to source highly skilled candidates.

    o   Develop targeted recruitment campaigns highlighting HR Tek Systems' unique work culture and flexibility.

3. Campus Recruitment:

- **Objective:** Tap into emerging talent pools for entry-level and internship opportunities.

- **Implementation:**

    o   Collaborate with universities and technical institutes to establish internship programs and campus hiring drives.

    o   Offer mentorship programs to help young talent transition into corporate roles.

Job Posting and Advertisement:

Each job advertisement should be:

- Clear and precise about the role type (full-time, hybrid, or WFH).

- Detailed, highlighting key responsibilities, qualifications, expectations, and career growth opportunities.

- Aligned with our employer branding strategy to attract top-tier talent.

Recruitment Process:

1. Job Requisition Approval:

- **Steps:**

    1. Hiring managers submit a requisition form specifying role requirements, type, budget, and timelines.

    2. HR reviews and approves the requisition in alignment with workforce planning.

2. Candidate Sourcing:

- Leverage ATS (Applicant Tracking System) to streamline sourcing and manage applications.

- Source candidates through approved recruitment channels based on the role type and requirements.

3. Screening Process:

- Criteria for shortlisting:

    o Relevant qualifications and experience.

    o Suitability for the role type (full-time, hybrid, or WFH).

    o Cultural fit with HR Tek Systems' values and work environment.

4. Assessment Stages:

- **Stage 1:** Technical/Aptitude Tests: Assess role-specific skills.

- **Stage 2:** Behavioural Interviews: Gauge interpersonal skills and cultural alignment.

- **Stage 3:** Role-Specific Interviews: Evaluate domain expertise, problem-solving skills, and adaptability to different work models.

5. Selection Process:

- A selection panel comprising the hiring manager, HR representative, and subject matter experts will finalize candidates based on a scoring matrix.

6. Offer and Onboarding:

- Extend offer letters with clear details about compensation, role type, and expectations.

- Conduct a robust onboarding program tailored to the role type (full-time, hybrid, or WFH).

Work Model Guidelines:

1. Full-Time Employees:

- **Expectations:**

    o Work onsite at designated company locations during standard office hours.

    o Regular collaboration with team members and managers in person.

- **Benefits:**

    o Travel allowances for commute.

    o Access to onsite amenities like cafeteria, wellness programs, and office infrastructure.

2. Hybrid Model Employees:

- **Expectations:**

  - Split time between onsite and remote work as mutually agreed with managers.

  - Flexibility in scheduling to accommodate both personal and professional commitments.

- **Benefits:**

  - Reimbursements for travel and home office setup.

  - Equal access to learning and development resources.

3. Work-from-Home Employees:

- **Expectations:**

  - Ensure consistent communication and availability during working hours.

  - Maintain a distraction-free workspace and high-speed internet connectivity.

- **Benefits:**

  - Subsidies for home office equipment and internet expenses.

  - Periodic virtual team-building activities to maintain engagement.

Compensation and Benefits:

- Competitive salary aligned with industry benchmarks.

- Performance-based incentives and bonuses.

- Flexible benefits tailored to the specific needs of full-time, hybrid, and WFH employees.

Diversity and Inclusion:

- We embrace diversity by actively recruiting from underrepresented groups.

- Blind screening methods to eliminate unconscious bias.

- Regular training for hiring managers on inclusive recruitment practices.

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Probation Period:

- All new hires will undergo a 90-day probation period.

- Performance reviews during this period will determine their confirmation or termination.

Performance Metrics for Recruitment Team:

- **Key Performance Indicators (KPIs):**

    o Time-to-hire: Average time taken to fill a position.

    o Cost-per-hire: Efficiency in managing recruitment budgets.

    o Offer acceptance rate: Proportion of offers accepted.

    o Diversity metrics: Inclusivity of new hires.

Confidentiality:

- All candidate information will be kept confidential and used solely for recruitment purposes.

Compliance:

- Adherence to labour laws and data protection regulations is mandatory throughout the recruitment process.

Review and Update:

- This policy will be reviewed annually and updated to reflect changes in organizational priorities or market trends.

This comprehensive policy ensures that HR Tek Systems attracts, assesses, and retains top talent while maintaining flexibility and fairness in recruitment practices.

Regards,
HR Tek Systems