

# Teckam Policy Recruitment

## 1. Introduction

At **TECKAM**, we recognize that our people are our most valuable asset. Our recruitment policy outlines a fair, transparent, and consistent final selection process, grounded in our core values and commitment to equal opportunity. This hiring policy serves as a guide for all employees involved in recruitment, helping us maintain a high standard in hiring practices and ensuring our workforce reflects the diversity, expertise, and innovation that drive our success.

## 2. Scope

This recruitment policy applies to all departments and hiring managers at **TECKAM** and covers all hiring processes, including full-time, part-time, temporary, and contract roles. It also applies to internal recruitment and promotions, ensuring that current employees have fair opportunities for advancement. By setting clear guidelines, we aim to support efficient hiring practices that align with our operational needs and strategic goals.

## 3. Equal Opportunity Statement

**TECKAM** is an equal opportunity employer. We are dedicated to creating a diverse and inclusive workplace where all individuals are treated with respect and equality. We strictly prohibit discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, or any other legally protected characteristic. We believe that a diverse workforce enhances our creativity, collaboration, and ability to succeed in a global marketplace. All recruitment decisions at **TECKAM** will be based solely on merit, qualifications, and alignment with the company's values and mission.

## 4. Recruitment Process

### 4.1 Job Analysis and Approval

- Each hiring request begins with a detailed job analysis conducted by the hiring manager to determine specific job requirements, skills, and qualifications.

- Hiring managers submit a formal requisition for new or replacement positions to the HR department, including a justification for the role and any relevant budgetary considerations.
- HR collaborates with the hiring manager to finalize the job description, ensuring that it accurately reflects the responsibilities, qualifications, and competencies required. This ensures that job postings are inclusive and align with our commitment to equal opportunity.

## 4.2 Job Posting and Sourcing

- Job descriptions will be posted internally on our company job board for a minimum of one week to encourage internal mobility. External postings are made on job boards, professional networking sites, and other relevant platforms to reach a diverse range of qualified candidates.
- HR uses a range of sourcing channels, including job boards, social media, and recruitment agencies, to attract a diverse and qualified candidate pool. Referrals from current employees are welcome and encouraged, though all job candidates are evaluated based on the same standards.

## 4.3 Application Screening

- The initial screening process involves a structured review of resumes and cover letters to identify candidates who meet the qualifications specified in the job description.
- Application data is handled with strict confidentiality, ensuring compliance with data protection and privacy laws. Applicants who do not progress in the process will be informed promptly.

## 4.4 Interview Process

- Shortlisted candidates will undergo a structured interview process, typically including phone, video, and in-person stages, depending on the role.
- Interviews are conducted by an interview panel that includes representatives from HR, the hiring manager, and, where appropriate, potential team members to ensure a fair and balanced assessment.
- Interviewers use consistent, structured interview questions based on the role's requirements to reduce bias and ensure that all candidates are evaluated fairly.

## 4.5 Selection and Offer

- Final candidates are evaluated based on qualifications, experience, and alignment with Teckam's values, company culture, and business goals.

- After a thorough review, HR presents a formal job offer to the selected candidate, which includes details on salary, benefits, and terms of employment. All offers are contingent on the completion of background checks, where applicable.

## 5. Candidate Experience

**TECKAM** is committed to ensuring a respectful and professional experience for all candidates. We aim to communicate promptly with candidates throughout each stage of the recruitment process, providing updates on their application status. Candidates who participate in interviews will receive feedback on the outcome, fostering transparency and a positive reputation for our organization. Our goal is to create a lasting, positive impression, regardless of the hiring outcome.

## 6. Background Checks and References

To protect the integrity of our hiring process, all offers of employment are contingent on completing background checks and reference verifications. Depending on the role, this may include verification of education, previous employment, criminal background checks (where legally permitted), and other relevant checks. Teckam is committed to handling all background checks in accordance with applicable laws, ensuring that candidate information is managed securely and respectfully.

## 7. Internal Mobility and Promotion

We encourage all employees to apply for internal job openings and actively support career growth within the organization. Internal candidates are assessed based on experience, qualifications, performance, and alignment with the role. This policy supports our commitment to developing and promoting talent from within, offering employees opportunities for career advancement and job enrichment. All internal applicants will undergo a fair and structured assessment, and interview feedback will be provided to those who are not selected.

## 8. Data Protection Compliance

Teckam takes data protection seriously. All candidate information collected throughout the recruitment process will be handled in strict compliance with

applicable privacy laws and our internal data protection policy. Candidate information will be stored securely and only accessible to authorized personnel directly involved in the hiring process. Personal data of unsuccessful candidates will be retained only for as long as necessary to fulfill legal obligations and support future hiring needs.

## 9. Policy Review and Updates

To ensure the continued relevance and effectiveness of our recruitment practices, this policy will be reviewed annually by the HR department. Any significant changes to this policy will be communicated  
To all employees through

Email: [teckamcompany@gmail.com](mailto:teckamcompany@gmail.com)

[teckam.gisenyi.site@gmail.com](mailto:teckam.gisenyi.site@gmail.com)

[teckam.ltd@gmail.com](mailto:teckam.ltd@gmail.com)

[Tel:0788568751/0786499247](tel:0788568751/0786499247)

web site: [www.teckam.net](http://www.teckam.net)

By regularly updating this policy, Teckam demonstrates its commitment to adopting best practices in recruitment and adhering to changing legal and regulatory standards.