



Recruitment and Selection Process

Introduction

At GreenPulse Talent, we recognize that hiring the right talent is crucial for the growth and success of our organization. This process is designed to establish fair, efficient, and inclusive hiring that upholds our values and promotes a diverse and equitable workforce, it encompasses every stage of the process, ensuring consistency and transparency.

This process reflects our unwavering commitment to anti-racism, diversity, equity, and inclusion. We firmly believe in providing equal opportunities to all individuals, regardless of their background, race, ethnicity, gender, age, or any other characteristic protected by law.

By adhering to this process, we aim to foster a design where everyone feels valued, respected, and empowered to contribute their unique perspectives and skills.

Furthermore, our process ensures compliance with relevant laws, regulations, and industry standards. We are dedicated to upholding ethical practices throughout the recruitment and selection process, promoting fairness, and eliminating biases or discriminatory practices.

Job Description

An accurate job description is crucial for effective recruitment. Our process emphasizes:



Client completes a thorough job order form to define roles and responsibilities.



GreenPulse Talent uses job order form to create a comprehensive job description, that include qualifications and requirements. GreenPulse Talent emails job description to client for approval.



Client approves or edits job description. If there are edits, GreenPulse Talent will recreate the job description and email it to client for approval. If necessary, client can email GreenPulse Talent to update job description at any time, to reflect evolving business needs.

To reach a wide pool of qualified candidates, we employ a variety of recruitment methods. Our approach combines both internal and external sourcing strategies to ensure a robust talent pipeline.

Recruitment Methods

Artificial Intelligence	Engaging AI to assist with talent acquisition
Careers Page	Advertising job opening on the company's website
Job Boards	Job boards: Posting advertisement on popular job search platforms
Our Network	Professional networks: Utilizing industry-specific platforms
Partnerships	Partnerships: Collaborating with educational institutions or industry associations
Internal Sourcing	Design email for employee referrals: Encouraging current employees to refer candidates

Advertising Channels

Advertising Channel	Description
Careers Website	Showcasing job openings on our dedicated careers page
ZipRecruiter	Utilising industry-specific job boards and professional networks
LinkedIn	Leveraging social media platforms, including LinkedIn
Targeted Marketing	Tailoring advertising campaigns to reach specific candidate demographics
Diversity Networks	Engaging with diversity-focused networks and organizations

Application Procedures

Our company is committed to conducting a fair and thorough application and screening process to identify the most qualified candidates for our open positions.

01. Application Submission

All candidates are required to submit their applications through our designated application portal or email address. Applications must include a comprehensive resume, cover letter (if applicable), and any other requested documents specified in the job posting.

02. Confidentiality

All candidate information provided during the application process will be treated with strict confidentiality and in compliance with relevant privacy laws and regulations. Access to candidate data will be limited to authorized personnel involved in the recruitment process.

03. Initial Screening

GreenPulse Talent will review all applications to ensure they meet the minimum qualifications and requirements specified in the job posting. The initial screening will be based solely on the information provided in the application materials. Candidates who do not meet the minimum requirements will be notified promptly.

Application Procedures continued

04. Shortlisting

Shortlisting will be conducted by GreenPulse Talent. Shortlisting criteria will be established in advance and will align with the job requirements and desired qualifications. Candidates who best match the established criteria will be selected for further evaluation, such as interviews or assessments.

05. GreenPulse Talent Interviews

Shortlisted candidates will be invited for interviews and/or assessments by GreenPulse Talent. Interviews may include behavioural, technical, or panel interviews, depending on the nature of the position. All interviews and assessments will be conducted in a fair, consistent, and unbiased manner.

06. Client Interviews

Detailed notes and evaluations will be documented for each candidate during the interview and assessment process. Evaluations will be based on predetermined criteria established by the client. Candidates that meet the criteria will be emailed to the client along with a detailed profile, if the client approves the profile, GreenPulse Talent will set up a time and method for the candidate to interview with the company.

Application Procedures continued

07. Candidate Communication

All candidates, both successful and unsuccessful, will be promptly and professionally notified of their application status. Feedback may be provided to candidates upon request, highlighting areas of strength and areas for improvement.

Communication with candidates will be clear, respectful, and consistent throughout the application and screening process.

08. Record Keeping

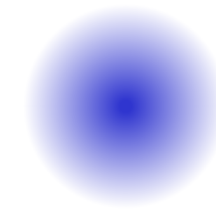
All application materials, interview notes, assessment results, and related documents will be securely maintained for a defined period as per our company's data retention policies. Candidate information will be handled in compliance with applicable privacy laws and regulations. *GreenPulse Talent does not sell, trade, or distribute information regarding candidates or clients.

By adhering to this process, we aim to ensure transparency, fairness, and efficiency in our recruitment process while selecting the most suitable candidates for your organization.

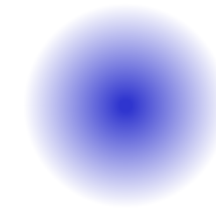


Interviews and Assessments

We believe in a structured and comprehensive interview and assessment process, including:



Conducting behavioural and technical interviews to evaluate candidate skills and competencies.



Utilizing assessments, tests, and practical exercises tailored to the job requirements.



Ensuring interview panels are diverse and represent various perspectives.

GreenPulse Talent Assists Client Interview Process

Interview Panel	An interview panel will be formed for each position, consisting of at least two team members, including a representative from the HR department and the hiring manager or relevant subject matter expert.
Interview Preparation	Prior to the interview, panel members will review the candidate's application materials, including their resume, cover letter, and any other relevant documents. Panel members will familiarizw themselves with the job description, required qualifications, and the interview questions designed through collaboration between GreenPulse Talent and the client, to assess the candidate's suitability for the position.
Interview Structure and Questions	Interviews will be structured to gather relevant information about the candidate's skills, experience, and fit for the role. All candidates will be asked the same core questions to ensure consistency and fairness.
Behavioural Interviews	Behavioural interviews will focus on past experiences and specific scenarios to assess the candidate's abilities, problem-solving skills, and behavioural competencies.
Technical Interviews	Technical interviews will be conducted for roles requiring specific technical knowledge or expertise. The panel will assess the candidate's technical skills through questions, case studies, or practical exercises designed to evaluate their proficiency.
Assessments and Tests	Assessments and tests may be administered to evaluate specific skills, aptitude, or knowledge relevant to the position. The type of assessment will be determined based on the requirements of the role and the industry best practices. Candidates will be provided with clear instructions and guidelines for completing the assessments.



Candidate Selection, Offer, and Background Check

Candidate Selection

Collaborating with relevant stakeholders to make informed decisions.

Evaluating candidates objectively based on predetermined criteria.

Documenting the selection process and maintaining confidentiality.

Job Offer

Extending job offers in a timely manner, clearly stating terms and conditions.

Conducting salary negotiations and benefits discussions professionally and transparently.

Ensuring clear communication with the selected candidate regarding next steps.

Background Check

Requesting candidate consent and handling personal data in accordance with privacy laws.

Verifying educational qualifications, employment history, and professional credentials.

Using reputable sources and maintaining confidentiality throughout the process.



Rejection and Feedback

We understand that not every candidate will be successful in their application. However, we are committed to treating all candidates with respect and providing constructive feedback whenever possible. We believe that offering feedback helps candidates understand areas for improvement and enhances their overall job search experience.

Our aim is to deliver rejection messages promptly and professionally, accompanied by specific and actionable feedback when requested.



Candidate Experience

We believe that providing an exceptional candidate experience not only reflects our commitment to professionalism but also strengthens our brand and our client's brand, enhancing the ability to attract top talent.

We follow this process to ensure a remarkable candidate experience.

Compliance

Our Recruitment and Selection process complies with all relevant laws and regulations, including:

- Equal Employment Opportunity laws, promoting fairness and diversity.
- Data privacy and protection laws, ensuring the secure handling of candidate information.
- Any specific industry regulations applicable to our business.





Questions?

Email Support@gpt-plans.online

If you have any questions or need clarification regarding this process, please don't hesitate to reach out to your supervisor or HR representative. We are here to support and guide you.