**SCTCXXX – Simpliance Recruitment Policy**

**Document Type: Contract**

**Created By: Ajay Chowdary B**

**Created Date: 26-Aug-2016**

**Approved By: Anil Prem DSouza**

**Simpliance Recruitment Policy**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Version** | **Creator** | **Reviewer** | **Approver** | **Remarks** |
| 25-Aug-16 | 1.0 | Ajay Chowdary B | Anil Prem D’Souza | Anil Prem D’Souza | Creation |
|  |  |  |  |  |  |

**Recruitment Policy**

1. **Objective**
   1. The objective of this document is to record the policy that governs the hiring methodology of Simpliance Technologies Pvt. Ltd., The policy reinstates the fact that, at Simpliance Technologies Pvt. Ltd., people are fundamental to Simpliance Technologies Pvt. Ltd.’s success. The organization therefore needs to be able to attract and retain people of the highest caliber and a strategic and professional approach to recruitment is essential to do this.
2. **Scope**
   1. This policy and procedure covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment.
3. **Principles**
   1. Simpliance Technologies Pvt. Ltd., will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job.
   2. Simpliance Technologies Pvt. Ltd., will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
   3. Recruitment and selection is a key public relations exercise and should enhance the reputation of the organization. The interviewer will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
   4. Simpliance Technologies Pvt. Ltd., will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
   5. All documentation relating to applicants will be treated confidentially. Applicants will have the right to access any documentation held by the organization.
   6. Simpliance Technologies Pvt. Ltd., will ensure equal employment opportunity irrespective of gender, social status, religion, race or nationality.
   7. The recruitment of candidates should be administered through an easy to use tool/application which will enable recruiters, line managers and candidate alike.
4. **Sourcing**
   1. Advertisement
      1. In order to fill in a vacant position the talent acquisition team will post ads through the below mentioned methods.
         1. Recruitment Agencies
         2. Social Media. Example: Facebook, LinkedIn etc.
         3. Job Search Engines. Example: Naukri, Monster, etc.
         4. Newspapers
   2. Sourcing Methods
      1. Sourcing of candidates can be accomplished through the below mentioned methods.
         1. Candidates sourced through advertisements
         2. Employee Referrals
         3. Internal Movement
5. **Vacancy Identification Procedure**
   1. Requirement
      1. The recruitment and selection process should not commence until a full evaluation of the need for the role against the area’s strategic plans and budget has been completed.
      2. Formal authorization should be obtained before commencing the recruitment process.
      3. A [job description and person specification](http://www.york.ac.uk/admin/hr/resources/forms/recruitment/job_description.doc) must be produced or updated for any vacant post that is to be filled.
      4. The job description for the role should be defined in detail and should contain detailed outline of education, work and interpersonal skills required for the role.
6. **Assessment & Selection**
   1. Application Process
      1. All employees and external candidates should apply for positions through the appropriate system as designed by the Services team.
      2. Vendors should forward candidate applications through the online career portal.
   2. Application Screening
      1. HR or selected vendors are responsible for screening all applications. They will evaluate the resume and related documents to confirm that the candidate’s qualifications are a reasonable match to the selection criteria.
      2. Assessment Process
      3. Short listing may involve the whole panel but must be carried out by a minimum of 2 people to avoid any possibility of bias, one of whom would normally be the direct line manager.
      4. Shortlisted candidates should be provided with details of the selection process, including any tests, in writing giving as much prior notice as possible and a minimum of 5 working days before the interview.
      5. All candidates (internal and external) should be assessed objectively against the selection criteria set out in the Person Specification, and only candidates who meet all the essential criteria should be short-listed. Assumptions about the qualities of internal candidates should not be made.
7. **Interview Procedure**
   1. At Simpliance Technologies Pvt. Ltd., all candidates should be assessed on two major fitment criteria:-
      1. Simpliance Technologies Pvt. Ltd., Values Framework Fitment: All Managers and HR Partners are to assess candidates against Simpliance Technologies Pvt. Ltd.’s values as we believe that it is our values that drive our success.
      2. Functional/Technical Competence: Candidates are to be evaluated against the functional/technical competencies that are required for the job.
   2. Pre-employment tests such as numerical or verbal skills or reasoning tests may be utilized to assess knowledge and/or skills required for the position. Applicants for the same or similar positions must complete the same test. Tests, inventories, questionnaires or other tools intended to assess personality may be used from time to time.
   3. The below mentioned methods may be used to finalize the selection of a candidate.
      1. Online Interview
      2. Face-to-Face Interview
   4. Each interviewer will complete an interview evaluation summary for each interviewed candidate, summarizing how the candidate compares to the requirements of the position. Following the completion of the interview process, a debriefing process should occur between interviewers to review all the information gathered through the assessment process to determine the final preferred candidate. The hiring manager has the final decision.
   5. Once the preferred candidate has been selected, HR and the hiring manager will initiate the offer. Other suitable candidates should be kept on hold until the selected candidate has accepted the offer.
8. **Offer Management**
   1. Offer Management is initiated after the decision on the selected candidate has been made. During this step, the compensation package for the final candidate is refined, approved and issued. In the event that a candidate is under consideration for two or more positions, the candidate should only be offered one. The involved hiring managers should jointly decide on the best option for both the company and the candidate. HR may facilitate this dialog and decision process.
   2. HR determines when an internal or external offer can be made and coordinates the details of the offer with the hiring manager.
   3. The approval of the compensation package follows the policies and processes defined in the Compensation & Benefits policy. The compensation package has to be signed off by the hiring manager and next level line manager before it is communicated to the final candidate.
   4. All offers are valid for a maximum of 10 business days. Candidates must accept the offer or contract within 10 business days. If the offer is not accepted within 10 business days, HR and the hiring manager may extend the deadline.
   5. If a candidate declines an offer, the line manager and HR may discuss details for a counter offer, extend an offer to the next choice of candidate, or establish a revised recruitment strategy.
9. **Induction**
   1. Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed the line manager/Head of Department is responsible for preparing a comprehensive induction program for the new employee.
   2. Onboarding of the employee will be governed by the policy and process laid down in the Onboarding Policy.
10. **End of Policy**