

Insert company Logo

| Policy Name: | **Talent Acquisition/ Recruitment Policy** | |
| --- | --- | --- |
| Policy Number: |  | |
| Version: | | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Table of Contents**

[**1.**](#_heading=h.gjdgxs) **DEFINITION** 3

[**2.**](#_heading=h.1fob9te) **PURPOSE** 3

[**3.**](#_heading=h.3znysh7) **APPLICABILITY** 3

[**4.**](#_heading=h.2et92p0) **RESPOSIBILITY & ACCOUNTABILITY** 3

[**5.**](#_heading=h.tyjcwt) **POLICY** 3

[**5.1**](#_heading=h.3dy6vkm) **Process of Recruitment** 3

[**5.2**](#_heading=h.1t3h5sf) **Sources of Recruitment** 4

[**1.**](#_heading=h.4d34og8) **Company Website** 4

[**2.**](#_heading=h.2s8eyo1) **Posting on Job Portals** 4

[**3.**](#_heading=h.17dp8vu) **Social Media** 4

[**4.**](#_heading=h.3rdcrjn) **Career Fairs and Campus Recruitments** 4

[**5.**](#_heading=h.26in1rg) **Recruiting Agency or Consultants** 4

[**6.**](#_heading=h.lnxbz9) **Print Media** 4

[**7.**](#_heading=h.35nkun2) **Employee Referral Program/ Scheme** 4

[**Eligibility Criteria** 5](#_heading=h.1ksv4uv)

[**Referral Process** 5](#_heading=h.44sinio)

[**8.**](#_heading=h.2jxsxqh) **Internal job posting (IJP)** 5

[**Eligibility Criteria** 5](#_heading=h.z337ya)

[**Job Posting Process** 6](#_heading=h.3j2qqm3)

[**5.3**](#_heading=h.1y810tw) **Process of Selection** 6

[**5.4**](#_heading=h.4i7ojhp) **Interview Feedback** 6

[**6.**](#_heading=h.2xcytpi) **RESTRICTIVE CLAUSE** 6

# **DEFINITION**

1. **Talent Acquisition/ Recruitment** is the process of actively seeking out, finding and hiring candidates for a specific position or job.
2. **Applicants** re candidates not currently employed with ***“Company Name”***. Referred applicants cannot be current employees of ***“Company Name”*** in any capacity, to include temporary, time-limited project or contract employees.
3. **Company/ Organization** means all the businesses which are under the umbrella of **“Company Name”** group.
4. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
5. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To define and describe the way ***“Company Name****”* recruits new employees and fills open positions.

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches who are involved in recruitment and selection process.

# **RESPOSIBILITY & ACCOUNTABILITY**

Human Resource Department, Department Heads, Management

# **POLICY**

This policy outlines ***“Company Name”s*** preferred hiring practices and promotes consistency within the Recruitment process.

## **Process of Recruitment**

* Job opening creation
* Job description identification
* Job opening ad creation
* Job opening promotion to multiple job boards/ job portals
* Promotion on Social media platforms
* Promotion on company's career site
* Sharing with employees and asking for referrals
* Decide on the selection stages and possible time frame
* Screen and review resumes in company database
* Shortlist applications
* Run background checks
* Select the most suitable candidate
* Make an official offer

## **Sources of Recruitment**

### **Company Website**

### **Posting on Job Portals**

It’s a primary source of recruitment. Job Requirement is posted on various job portal sites such as Naukri, monster, indeed etc.

### **Social Media**

Linkedin, Google, Facebook, twitter etc.

### **Career Fairs and Campus Recruitments**

***“Company Name”*** conducts job fairs at various locations while bulk hiring. The company also conducts campus recruitments to obtain potential entry level candidates while hiring interns and management trainees.

### **Recruiting Agency or Consultants**

### **Print Media**

It is used while reaching a wider audience. It is also used while hiring factory labors at particular location.

### **Employee Referral Program/ Scheme**

***“Company Name”*** provides an incentive award to a current employee who brings new talent to the company by referring applicants who are selected and successfully employed.

A referral bonus will be paid to any employee who refers an applicant who is selected and successfully employed in a position. The referring employee must be employed on the day their referral achieves 90 days employment. Payment of the Referral Bonus will be applied to the next pay period/ cycle. All bonuses paid under this program are subject to tax withholding. Bonuses are paid if the prospect is hired within 9 months from the referral date.

### **Eligibility Criteria**

* ***“Company Name”*** does not hire spouses or close relatives for any position that would involve a supervisor-subordinate relationship or otherwise create the appearance of a conflict of interest.
* No referral bonuses are paid for referrals of candidates who are retirees, rehires, or persons returning from a leave of absence.
* To be eligible for the referral-bonus payments described above, both employees must be in good standing with ***“Company Name”***.
* Additionally, to avoid possible conflicts of interest, referral bonuses are not paid for job candidates referred by management officials or employees working in the Human Resources Department.

### **Referral Process**

In order to qualify for the employee referral program, the referring Employee must share the Resume of the applicant with the HR department on ***“email id”.***

Referral Bonus amount will be paid to the referring employee when the new employee completes 90 days in employment.

### **Internal job posting (IJP)**

***“Company Name”*** believes in promoting from within when possible, and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

The purpose of this program is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for.

### **Eligibility Criteria**

1. Have worked for ***“Company Name”*** for at least 12 months and have been in the current position for at least six months.
2. Have received a rating no lower than “meets expectations” on your most recent performance review and must not currently be on a performance improvement plan.
3. Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
4. Submit an application to HR by the closing date as stated in the posting.

All internal applicants will receive notice from HR as to whether they will be interviewed for the position. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

### **Job Posting Process**

* Once an open position is approved for recruitment, HR will generate job announcements electronically and post the announcements in designated areas within company facilities.
* Appropriate external recruitment sources will vary depending on the vacancy and will be determined by HR and the hiring manager.
* The position will be posted internally for five business days, during which eligible employees may apply ahead of external candidates.
* In some cases, external recruiting may take place simultaneously to expedite the process as business needs require.
* Internal candidates may or may not be given preference depending on the circumstances.
* Each job posting will have a closing date by which time applications must be received to be considered for the position.

## **Process of Selection**

* Candidate resume screening
* Candidate phone screening
* Candidate testing
* Candidate interviewing

## **Interview Feedback**

Every selected candidate is contacted after they have applied or came for an interview. Timely feedback (same or next day) is required in order to provide a better candidate experience.

When candidates are not chosen for the next round, they should be informed about the [rejection via email](https://www.talentlyft.com/en/resources/human-resources-templates), letter or phone.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
  + Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



www.gspuconsulting.com

***\_\_\_\_\_\_Disclaimer\_\_\_\_\_\_***

*Please note this is a draft Policy prepared by GSPU for your reference. You may amend it suiting to your requirement. GSPU expressly disclaims any liability arising out of the reliance on this draft.*