

Recruitment Procedure

Objective:

The objective of this procedure is to describe steps to be followed to ensure effective recruitment.

Entry Criteria:

Request from client for resources

Responsibility:

Recruiter

Activities:

Recruiter sources CV

Checks / Verifies for fitment against client requirement

Talks to candidates and verifies data mentioned in terms of projects and domain / technical skills

Checks any flaws with what is mentioned in CV and what is verbally communicated

Sends mail to potential candidate about prospective opening

Also checks availability, notice period, current and expected salary, experience level and intention to change jobs

Processes and sends to client

Follow up with client regarding acceptance or rejection

If rejected, finds out reason for rejection and informs candidate-checks for other opportunities or stores in data base

If selected, follow up for interview, scheduling and ensure that either face to face or telephonic interview happens.

Post selection, ensure that candidate delivers all required documents to client

Also sends all documents to BCG agency and also does independent reference checks

After candidate joins, ensure follow up for payment. Ensure candidate stays with client and if unhappy talk to the company and convey misgivings.

Once billing details arrive, follow up with finance to send invoice.

Detailed process for recruitment

1: Setup

Understanding the client requirements and making a plan to fulfill it.

2: Source

Start hunting for the right resources from portals, networking sites, references, and headhunting as per the client specification.

3: Screen

Pushing the right CVs to the client after filtering down. Ensure we get the right fitment.

4: Schedule

Is most important and cumbersome process, where in we need to ensure candidates show up by following up with candidate till he attends the interview.

Here it could be 2 types- telephonic and face to face.

5: Feedback

Here we will have to constantly follow up with client to find out the outcome of the interview process and keep candidate informed on the status.

6: Offer

Post candidate selection we need to ensure candidate submits documents required to roll out the offer, send it to client and follow up for the offer letter.(hard copy/soft)

Reference check needs to be done by collecting 2 references from candidate.

The first one will be his reporting manager and the second being his colleague.

7: Onboard

This is the final and the most important step where in we need to follow up with the offered candidate and ensure he joins the client on the specified date.

Exit Criteria:

Successful on-boarding