Recruitment Process - Permanent staff

ALM Department / Team

- Start
- Identify a requirement to recruit a new staff
- Complete Approval to Recruit Form
- Obtain approval from HoC
- Shortlist applications and select the most appropriate candidates
- Conduct interviews and select suitable candidate and inform HR of the results

HR In-Charge

- Send rejection notification to the rejected applications
- Send them to the concerned department/ HoC
- Places an advert for the job posting on job boards and ALM website
- Receive applications from recruitment/ALM websites and screen them according to the criteria for job
- Candidates meet the requirement?
  - Yes
  - No
- Obtain new applications
- Receive shortlisted applications and organize meeting between department and candidate. Request for documents prior to interview including references
- Candidate successful?
  - Yes
  - No
- Send to candidate offer letter via email and begin on-boarding process
- Send rejection notification to candidate via e-mail and source new applications
- End
- End
- End

ALM/HRF/FLC/01/RV0