

DAMSILA RESOURCES (PVT) LTD**PROCEDURE FOR RECRUITMENT & ONBOARDING****PURPOSE**

Establish a consistent, professional method to welcome new staff members into the organization, to ensure the objectives & procedures of the Organization and Operational Units are clearly communicated. This will also encourage the new staff member to settle down quickly in the organization and carry out his/her role to achieve satisfactory overall performance.

A. RECRUITMENT & SELECTION PROCESS

- 1) Indication of the need for staff member – Recruitment Form DRL/HR/01/22 for approval of Directors
- 2) Follow up with requesting Business Unit Manager & approval by Directors
- 3) Select the most suitable option for obtaining CVs of candidates :
 - a. Contacts / Internet / Newspapers / Recruitment companies / Share internal notice etc.
- 4) Once the CVs are received, sort according to the criteria given in the Recruitment Form
- 5) Once the CVs reach HR Division, they will be sorted out according to the criteria given in the **Recruitment Form**
- 6) A summary of the most suitable CVs will be prepared & HR will forward same to the Business Unit Manager.
- 7) HR will coordinate the 1st Interview, based on feedback from Business Unit Manager
- 8) 1st interview – HR, Business Unit Manager, immediate Supervisor (based on position)
- 9) Records of interviews will be maintained by HR in **Interview Summary** - DRL/HR /03/22
- 10) Conduct Test for Skills, Knowledge & /Or Health Check in coordination with Manager / Supervisor.
- 11) Check applicant's referees, employment history & submit summary to Directors
- 12) Final interview will be conducted by the Directors, with coordination from HR.
- 13) Approval to recruit from Directors - DRL/HR /03/22 **Interview Summary** should be completed and retained by HR along with the CV
- 14) Arrange an **Offer Letter** – within 3 days of final interview, & obtain signed copy of Offer letter.
- 15) Send out Email – **confirming Employment Offer**, to obtain Documents & Information from selected candidate (Sample 01 below) 2 weeks before joining date
- 16) Issue **Letter of Appointment** on the day of taking up employment.
- 17) Start **On-boarding Process**

- **Sample 01 - Email for confirming employment offer :**

Dear

We write with ref. to our letter (Ref. no) and are pleased that you have accepted our Terms and conditions for your appointment to the post of with effect from

As such, we request you to submit the copies of documents and information required below to commence the onboarding process. You may submit same within the next week and could contact the undersigned for any further clarification.

- a) Signed CV
- b) National Identity Card
- c) Birth Certificate
- d) Recent passport sized photograph
- e) Certificates of Academic/ Professional/ Technical Qualifications
- f) Gramasevaka Certificate
- g) Police report (if necessary. A letter to be issued for same)

B. ONBOARDING PROCESS

- 1) An internal email notice (**New Employee notice**) to be sent out for necessary arrangements & information (as per Sample 02), 01 week before joining date :

Sample 02 - New Employee notice :

Kindly be informed that Mr. / Ms. will be joining the Company as reporting to..... with effect from

Kindly make arrangements for the following :

- Official work instructions
 - Attendance system
 - Mobile Number / SIM
 - Laptop & accessories
 - Email address
 - Office IT network
 - Stationary
 - Company ID
 - Inform Payroll
- 2) Address to Relevant Manager & those in charge of above functions / facilities.
 - 3) A **separate New Employee Welcome notice to be sent to all staff with photo & general details.**
 - 4) HR will create an EPF Number for each new employee and open a new Employee Personal File and update the data base with the given information.
 - 5) The EPF Forms (A/B/H forms), will be forwarded to the Finance Dept. for the purpose of registration at the Labour Department for EPF & ETF purposes.

- 6) The new employee will be given documents to complete for registration & issuing of Company facilities :
 - a) Information Form
 - b) EPF Forms (A/B/H Forms)

C. INDUCTION PROGRAM

- 1) HR will introduce the new member of staff to the Directors and Head of the Department and also brief the relevant general procedures pertaining to the staff member during the first day (marking attendance, general communication and guidelines, etc.).
- 2) HR coordinator will arrange an Induction program within a period of one week from the date of joining, covering :
- 3) Overview of the company and its divisions
- 4) The Procedures of the company :
 - a. Onboarding including Docs. to be provided to the Company
 - b. Attendance & Leave
 - c. Health & Safety guidelines
 - d. Performance Evaluation
 - e. Exit from employment
 - f. Salary process
- 5) Company items / facilities :
 - a. Official Communication (Email, Phone)
 - b. Official Mobile /SIM
 - c. Computers & accessories
- 6) Any specific procedures of the Operation Unit, which should be briefed by the respective Manager or suitable person.
