

Hoonartek Interview Assessment Allowance Policy

V1.3

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Date: – 15-Jan-25

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1.0 Objective and Background

The recruitment process in Hoonartek is based on sustainable demand to cater to different projects across Hoonartek. The hiring is based on indication by BU for specific roles and skills keeping in view of New or backfill roles. It follows the continuous search of SMEs, and culturally viable resources to pass through stringent process of interviews and final selection before being offered.

Interview Panel plays an important role in selecting such resources. The Interview Assessment Allowance Policy of Hoonartek is designed to incentivize all the efforts being made in regard to capability build out of organization.

2.0 Eligibility and Process

- All permanent employees of Hoonartek with following exceptions shall be eligible for this allowance.
- Exceptions to this are: -
 - a) Band 6 Employees and Leadership
 - b) HR department Employees
- External panel will be paid as per the HR approval.
- Recruitment team will track the number of interviews taken by each Interview Panel along with the outcome of the interview on monthly basis.
- The team will share the data by 24th of the month to accounts team for payment in same month. Allowance for Interviews taken after 24th of the month will be paid in next month.

3.0 Interview Assessment Allowance

Interview Panel will be paid following amount for taking technical interviews.

- **INR 500** for each lateral interview taken and candidate has cleared all rounds of interview and has been offered
- **INR 200** for each lateral interview taken
- **INR 1000** for minimum 10 fresher interviews taken per day (Campus hiring) including HR team.

Above allowance will be effective for payment for interviews taken from **1-Mar-22** onwards.

Document Version History

Version No.	Description	Date	Author	Approved By
0.1	First Release – Initial draft of the document for management review and approval	1-Mar-22	Shilpa Hegde	
1.0	Second Release – No change suggested. Approved document for implementation and circulation	2-Mar-22	Shilpa Hegde	Nishant Shukla
1.1	Third Release - Company logo change	31-Aug-22	Shilpa Hegde	Nishant Shukla
1.2	Fourth Release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Shilpa Hegde	Nishant Shukla
1.3	Fifth Release – HR team added for campus drives allowance	15-Jan-25	Shilpa Hegde	Nishant Shukla

Document Review History

Version No.	Review Comments	Review Date	Author	Reviewed By
0.1	First Review – No change suggested during the review. Document signed off.	2-Mar-22	Shilpa Hegde	Nishant Shukla
1.0	Second Review – Company logo change	30-Aug-22	Shilpa Hegde	Nishant Shukla
1.1	Third Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Shilpa Hegde	Nishant Shukla
1.2	Fourth Review – Suggestion to add HR team for campus drive allowance	14-Jan-25	Shilpa Hegde	Nishant Shukla