

## 1.0 Purpose

The purpose of this procedure is to ensure processes are in place to provide the organization with a pool of qualified job candidates for both permanent and temporary positions by attracting, screening, shortlisting, selecting, and appointing the most suitable candidates.

## 2.0 Responsibility

The HR Manager is responsible for ensuring that the procedures that follow are effectively implemented and maintained.

## 3.0 Procedures

### 3.1 Recruiting

NCPL does not employ individuals under the age of 18 as full-time, part-time employees or in any other capacity.

#### Approval Process:

The HR Manager ensures that the hiring manager completes and submits the **Employee Requisition Form** to fill the vacancy or new position.

The HR Manager shall seek approval to have this vacancy or position filled by obtaining the Employee Requisition Form, signed by the Hiring Manager, Heads of Departments, and Chief Executive Officer.

The CEO gives the final approval to hire additional staff.

- All requests submitted to the CEO if it is a new position must include a job description and general requirements for the relevant position.
- Promotion from within shall take priority.

### 3.2 Advertising

Once approved, the vacancy/position may be advertised by one or a combination of:

- Newspaper Ads.
- NCPL Company Webpage.
- Local Recruitment Webpages.
- Internally – Company e-mail and Company notice boards.

- Social Media.

### 3.3 Screening

The HR Manager performs the initial screening of resumes for candidates, to provide Hiring Managers with a pool of viable candidates.

The Hiring Manager will notify HR of their choices of viable candidates to be invited for an interview.

### 3.4 Selection

HR coordinates and participates in the interviewing process.

HR Manager provides advice to the Hiring Managers and assist in deciding on a narrowed shortlist for a 2nd Interview which may include the Sr. Manager responsible for the perspective department.

The applicants are interviewed based on:

- Personal, professional traits and competencies.
- Aims, expectations as well as professional potentials.
- Communication and interaction skills.
- Salary expectations.

If applicant passes screenings and background checks, a selection is made and an offer letter is prepared and presented to the applicant.

If a job offer is submitted prior to completing background checks, the candidate must be notified in writing that the job offer may be withdrawn, should references be negative or otherwise indicate unsuitability for the job.

- NCPL may withdraw or waive a job offer, or terminate the Employment Contract, should background checks reveal that the candidate has provided willfully incorrect or insufficient information; or that the candidate has failed to disclose relevant information that may impact the recruitment process.
- Offers/LOI's are delivered in writing via email to the selected candidate. The Offer Letter shall be signed by the CEO of NCPL.
- Candidates are considered to have accepted the offer when they have signed the Offer Letter and returned it to NCPL.

- The CEO shall determine the compensation package, including any vested benefits, with consideration of the corporate finances and the following criteria:
  - The candidates' academic, professional, and technical qualifications and competencies.
  - Candidates' employment history and technical knowledge.
  - Candidates' wages and vested benefits in their current roles.
  - Budget allocated for the position.
  - Wages and vested benefit packages for Company employees in similar roles.

### **3.5 Hiring / Familiarization Process:**

If the applicant accepts the offer the applicant goes through the hiring and familiarization process.

### **4.0 Records**

- Employment Requisition Form. HR-001
- NCPL's Employment Application Form. HR-002

Recruiting / Hiring / Job Description Process

IMS-HR-001

