

The Hiring Process

A company will only be able to grow as much as its people. That's why Emumba is always on the lookout for talented individuals to become star players of her A teams. To cater to this growth in numbers, we have made extremely effective tweaks to our hiring process over time. This process has three key phases - Planning, Hiring and Onboarding.

We go through a step by step hiring process before hiring an applicant for the open position. Though hiring can never be 100% accurate, we still try to carefully select from the potential pool of candidates.

The Planning Phase

The hiring manager recognises the need of a particular skill set in the project and informs HR about creating a job opening. HR gathers information such as number of vacancies, seniority level, the required skill set and job description from the hiring manager and proceeds to advertise the job.

Our jobs are advertised via

- Emumba [careers page](#)
- [Linkedin](#)
- University job portals
- Word of mouth/ employee reference

The Hiring Phase

We try to reach a talented pool of candidates through job postings, employee referrals, university campus recruitment, etc. Applicants who meet the preliminary requirements then come in for further evaluation that includes technical tests and interviews. We evaluate the results/feedback of the applicants generated during the evaluation. After

assessing the candidates, the company decides which applicant will be offered the position.

The On-Boarding Process

The On-boarding Phase

We follow the checklist below in the process of getting a new hire equipped with everything they need so that they can integrate into the company culture, work effectively and succeed.

The day the candidate accepts our offer and informs HR about their joining date, HR informs the vertical head about new joining and shares the candidate's profile with them. The profile consists of the following documents.

- Candidate's CV
- Evaluation Scores
- Interview feedback
- Joining date

Upon reviewing the profile, Manager assigns a Mentor to the new hire. A day before a new hire joins, the HR sends a reminder to the Manager and Mentor so they are well prepared for the onboarding.

The Manager checklist for the first meeting should include the following

- Self introduction
- Discussion about role and responsibilities
- Introduction to different projects and key team members
- Training roadmap

We [believe](#) it's the people who make Emumba the kind of company it is. Maybe that's why Emumba ranks so highly in the company culture. To ensure that the onboarding

process goes smoothly, HR takes note of the following checklist **before the new hire's first day**.

- Prepare the relevant paperwork and information prior to the employee's first day
- Prepare new hire's workstation
- Create email account and facilitate in opening their bank account too
- Give access to any tools/apps they need
- Ensure they have been assigned a mentor

On the new hire's first day:

- HR ensures the new employee is oriented in the company culture, policies, benefits and more.
- Guided office tour
- Meeting with the Manager
- Meeting with the Mentor

On completion of 1 month at Emumba, the new hire must be able to tick off the following items from the checklist:

- Orientation with HR
- Well-versed with the office
- Well-educated about company culture through Emumba Culture Deck
- Knowledge about benefits the company offers
- Meeting with the Manager and Mentor
- Meet and greet with the CEO
- Ice breaking sessions with team members over a table tennis match ;)

Emumba: Referral Incentive

Emumba is continuously looking to add quality players to the team. If you know somebody who can be a good fit for Emumba, we highly encourage you to refer them to us.

The hiring referral policy seeks to broaden the hiring medium with the support of all company employees in finding suitable candidates for open positions in the form of referrals.

The referral policy is open for all verticals and positions in the company.

Guidelines for employee referrals

- The policy applies to all the employees, full-time or part-time working with Emumba.
- The candidates referred against this policy should have relevant work experience.
- Your job is to IDENTIFY the potential candidates and refer them to us. We will take care of the rest of the conversation with them.
- Referral bonuses do not apply to individuals who have previously approached the company, or are already a part of the hiring pipeline.
- Referral bonus will be transferred once the referred candidate joins Emumba.
- Referral bonus will be paid along with the employee's salary.

Payout matrix

An employee whose referred candidate is hired for a Mid Level position will be awarded with a referral bonus of PKR 50,000/-, while employees whose referred candidate is hired for a Senior Level position will be awarded with a referral bonus of PKR 100,000/-.

Candidate Profile	Referral Bonus
Mid-level	PKR 50K
Senior	PKR 100K

Conducting Interviews

Purpose of the Interview Process

Hiring process can be used as a marketing tool to promote the Company as a brand.

The evaluation process sets up an impression on the candidate's mind and we can leverage from this to promote positive factors of Emumba.

During Interview

- Create a relaxed interviewing setting and make the person comfortable to the environment
- Actively participate in the session to bring out the positive aspects of the candidate. Do not take pride in cornering the candidate
- Discover the candidate- get to know the person in the first few minutes of the session
- You may start by introducing yourself briefly and then ask the candidate to tell you about them (Interviewee to Human Being)
- Get to know about skills/hobbies outside the work environment and JD. It reflects how a person acts when they are passionate about something
- When asking questions to the interviewee, it can be helpful to give 'hints' on what you want to hear

The Art of Turning Rejected Candidates into Allies

As recruiters, we have an opportunity to influence company growth once we reject a candidate. If our rejection process makes a good impression, it's more likely that candidates will spread the word amongst their network, and will stay connected with the company as future applicants. We want the candidates to believe that the interview was honest and objective and that the company was welcoming.

What should a candidate take away from the rejection?

- Impression about the Interviewer (be empathetic and mindful of the candidate)
- Impression about Emumba
- Evaluation process followed by Emumba

Behavioral Aspects to Consider

- Level of Confidence. Learn how to boost a candidate's confidence
- Honesty. Go through their CVs, filter out what they are actually good at
- Look for Spark. How engaged the candidate is in the conversation, passion towards the job/skills
- Aptitude towards work. Get insight into previous experiences to judge aptitude
- Attitude towards work
- Personality Profiles. DISC Profile. Understanding where the candidate lies will help progress the interview better and quicker

- Do not make language a barrier. If the candidate is comfortable interviewing in Urdu, switch the language

Evaluation for the Role

- Extracting what the candidate actually knows versus what they claim
- Depth of Knowledge and memory?
- Problem solving skills. Ability to solve new problems. Applying knowledge to a problem to get to the optimal solution. Keep on adding depth to the problem to know how the candidate can tackle different situations
- Present trick questions. To know how a candidate can approach an unknown problem to come to a probable solution
- Communication. Not just language. How well can a candidate explain a problem to someone?
 - This shows how quickly a person can understand and reciprocate the knowledge
 - How well can they articulate their own thoughts? Can they present or document knowledge in a good manner?
 - This should be keenly observed

Post-Interview Considerations

- Is the candidate satisfied?
- Give honest and constructive feedback to the candidate- tell them areas where they lack and can work on
- Does the candidate want the job in the long term?
- **Take 5-10 minutes to gather your thoughts about the candidate and fill the feedback form.** Once filled in, share it with the HR.
- Review of the interview process