



KALE GROUP OF INDUSTRIES

PROCEDURE- RECRUITMENT

	Activity	Responsibility	Top Management
PLAN	Decide <u>Min. competence criteria</u> for each designation	MD/ DIR / MGR. HR	Support for deciding Min. competence criteria for each designation
DO	For Operators / Contract Workers ; Check for any personal reference . If available ref. person is preferred . Decide suitable candidates / Refer resume file Call for interview alongwith documents . Conduct interview & verify documents . Short list suitable persons .	MGR HR/HR asst.	
CHECK	Final interview with short listed persons . If selected finalise payment package . Issue <u>appointment letter</u> to staff on joining .	MGR. HR	
ACT	Keep certificates & documents of selected candidates in personal file . Prepare & issue <u>Orientation Training Plan</u> on joining. Get feedback from the plant head / dept. head about right selection of candidate	MGR. HR MD/ DIR / MGR. HR	Get feedback on speed of vacancy fulfillment & feedback about right selection

Note - Underlined text above indicates documents & records..

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Approved by : MD

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ISO 9001:2015 Clause 7.2

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