

招聘流程

Recruitment Procedure

RCCAC-HRS-P-003

REV: 1.0

审签页 Approval Page

	职务/职责 Title/Role	日期 Date
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1. 目的 Purpose

规范招聘过程，提高招聘效率和效果，实现人力资源的合理配置，最大限度地满足公司业务发展对人员的需求。

It aims to regulate the recruitment process, improve its efficiency and effect, and realize rational allocation of human resources to meet business development requirements of employees maximally.

2. 范围 Scope

适用于中电科柯林斯航空电子有限公司全体员工。

It is applied to all the employees of Rockwell Collins CETC Avionics Co., Ltd.

3. 职责 Responsibilities

3.1 招聘经理：根据实际需求提出招聘申请，填写《员工需求申请表》，提供岗位描述，进行招聘面试筛选，并评估面试结果。

Hiring Manager: submits hiring requests according to actual demands with *Employee Requisition Form*, provides *Job Description* of relevant position, screens by interviews and assesses the result of the interview.

3.2 人事行政部：负责评审、协调招聘需求计划，根据需求参与面试筛选。

HRA department: takes charge of checking and coordinating recruitment plans and carries out interviews for screening according to requests.

3.3 部门经理、副总经理、总经理：审核批准人员招聘需求计划。根据需求参与面试筛选。

Department Manager, Deputy General Manager, General Manager: reviews and approves the recruitment plans, and participates in the interviews as it is needed.

4. 原则 Principles

根据公司无雇佣歧视政策，在筛选录用各岗位候选人时，不得因年龄（在法定范围内）、民

族、宗教、性别、残疾、婚姻状况等因素而对任何求职者有歧视或偏见行为。在招聘实施过程中，并充分体现公开公平、择优录用原则，并且鼓励从公司内部选拔人才。

Concerning the company's non-discrimination employment policy, there shall not be any discrimination or prejudice to any job seeker due to any factors during selecting and hiring the candidates, such as age (within legal age range), nation, religion, gender, physical disability, marital status and so on. In the process of recruitment, it shall sufficiently show the principles of publicity, fairness, excellent enrollment. The company encourage select talent inside of our company.

5. 招聘流程 Recruitment Process

5.1 招聘经理提出招聘需求-部门经理审核-人事行政部门审核-副总经理批准-总经理批准—实施招聘-背景调查-体检-录用。

Propose the recruitment requirement by hiring manager - Review by Department Manager - Verify by HRA department - Approve by Deputy General Manager - Approve by General Manager - Implement recruitment - Reference Check - Physical Check - Onboarding.

5.2 招聘需求批准流程 Approval Process for recruitment requests

* 年度招聘计划：各部门根据公司下一年度的业务发展目标和部门现状，提出本部门下一年度的人员需求申请，人事行政部审核汇总，经副总经理及总经理审核后提交董事会审批。在具体实施岗位招聘时，各招聘经理需填写《员工需求申请表》并根据人员招聘权签流程完成书面批准。

Annual recruitment plan: According to business goals and department status, each department manager submits hiring request of next year. HRA department reviews and consolidates the requests for Deputy General Manager and General Manager's review and submission for Board of Directors' approval. Before implementing recruitment of a specific position, Hiring Manager fills in the *Employee Requisition Form* and get written approval as per Signatory Authority Policy.

* 临时需求：各部门在年度目标实施过程中产生的计划外人员需求或替补职位需求，填写

《员工需求申请表》，并提供岗位描述，根据权签流程完成书面批准后实施。

Temporary requests: for any un-scheduled or replacement positions, hiring manager shall fill in *Employee Requisition Form* and provide job description accordingly, which shall get complete approval as per Signature Authority Policy process before taking into action.

5.3 人事行政部将会同用人部门对空缺职位进行职位分析，针对空缺职位设立的必要性、工作内容、职责权限、任职资格及人员数量等提出建议，与用人部门通过商讨后确认。

HRA department will carry out analyses on the vacant positions, propose suggestions aiming at the necessity of the vacant positions, job description, responsibility, qualification and headcount etc., and confirm them after discuss with hiring department.

6. 招聘渠道 Recruitment Channels

6.1 外部招聘：在外部市场，由人事行政部通过各种渠道发布招聘信息，进行招聘。

External Recruitment: in external market, HRA department issues recruitment information by various recruitment channels and perform recruitment.

6.2 内部招聘：在公司内部向公司员工发布的岗位招聘需求。在本岗位工作满二年的员工可直接向人事行政部提出内部岗位申请。

Internal Recruitment: open the openings to all the internal employees of the company. The internal employee could directly apply for the vacant position to HRA department, who works at least two years at his/her current position.

6.3 内部推荐：公司员工可根据职位要求向公司推荐合适的外部人选。由员工推荐的候选人被公司录用并通过试用期考核后，公司给予推荐人一定数额的推荐成功奖。候选人为行政人员的给予员工奖励人民币 500 元，候选人为经理、主管级别的，给予员工奖励人民币 1000 元。此奖励不适用于总经理、副总经理、各部门经理及人事行政部负责招聘的员工。

Internal Referral: the employees can recommend appropriate external candidates to the company. The company will pay certain recommendation bonus to the successful recommenders after the candidates are enrolled and passed the probation assessment. If the candidate serves as an administrative staff, the recommendation bonus is RMB 500 yuan; if any candidate serves as the manager or supervisor level, the recommendation bonus is RMB 1000 yuan. Above recommendation bonus is not applied to employees who serve as General Manager, deputy GM, department manager and recruitment specialist of HRA department.

7. 人才筛选及面试 Talent Screen and Interview

人事行政部根据职位的基本要求从应聘者中选出适当的人员进行面试。所有应聘者的资料应由人事行政部保存并只用于公司招聘目的。

HRA department selects the suitable candidates to interview based on position's job description. All the candidates' information reserved by HRA department and only for recruitment use.

公司仅选择那些通过了公司各项考核的应聘者。这些考核包含以下项目：

The company only choose the candidates who passed all the assessments including:

* 《求职申请表》是一个有效的筛选工具，为全面讨论和判断候选人是否符合岗位的要求提供了充分的资料。

The Application form is an effective screen tool for offering sufficient materials of comprehensive discussing and judging the candidate on whether accord with the position requirement or not.

* 至少两轮面试：初试由人事行政部完成，最后的面试由用人部门经理（或其授权代表完成）。

Two round interviews at least: the first interview performed by HRA department, and the final interview performed by the hiring Department Manager (or his/her authorization representative)

- * 所有面试人员均应填写《面试评估表》

Interview Assessment Form should be filled by all the interviewers.

- * 如有必要，候选人还须接受书面测试

The candidate should attend written test if necessary.

- * 合格通过公司指定医院指定项目的体检（费用由公司承担）

Pass through the physical examination of company assigned hospitals
(expenses borne by the company)

- * 提交前雇主发出的离职证明（应届生除外）

Provide the exit certification by the former employer (excluded graduate students)

- * 如有需要，候选人需提供工资单或银行清单以作为薪资证明

Provide the income certification such as payslip or pay list of bank account if necessary.

8. 录用 Enrollment

8.1 通过面试程序对应聘者各方面进行综合考虑后，部门经理挑选合适的候选人推荐录用。

After comprehensive consideration by interview process on the candidate's various aspects, the department manager selects the suitable one and recommend to enrollment.

8.2 人事行政部向通过入职体检的候选人发出录用意向书。候选人必须在录用意向书上签名以示接受录用并提交给公司。

HRA department send offer to the candidate who passed the physical examination. The candidate should sign on the offer to show he/she has accepted it and then submit to the company.

9. 背景调查 Background Check

公司在通知候选人之后，可对其进行背景调查。对于部门经理及以上级别的候选人，必须由人事行政部或第三方做背景调查。对于提供虚假信息的候选人/员工，公司有权终止录用意向，或无偿解除劳动合同。

The company can carry out background check on the candidates after notifying them. Concerning the candidates serve as manager and above level, the background check should be performed by HRA department or the third party. The company reserves the right to terminate the labor contract with the candidate/employee who offers fake information.

10. 本规定自 2015 年 7 月 01 日起生效，由人事行政部负责解释。公司有权在认为适当时不时修改、补充或废除规定并通知员工。本规定以中、英文书写。若两种版本存在不一致，以中文为准。

This regulation shall take effect from Jul 1st, 2015 and be explained by HRA department. Company reserves the right to revise, supplement or rescind the policy from time to time as it deems appropriate in accordance with law. Employees will be notified of such changes as they occur. This regulation is written in both Chinese and English. In case of any discrepancy, the Chinese version shall prevail.

11. 附件 Annex

- A. 《年度招聘计划》 Annual Recruitment Plan
 - B. 《员工需求申请表》 Employee Requisition Form
 - C. 《岗位描述》 Job Description
 - D. 《面试评估表》 Interview Assessment Form
 - E. 《职位申请表》 Employment Application Form
 - F. 《录用意向书》 Offer Letter
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- G. 《背景调查表》 Reference Check Form
- H. 《人员推荐奖金表》 Employee Referral Award Form