The Standard Recruitment Process on Taleo

<u>REMINDER</u> - To: All Businesspeople and HR Team

As part of our commitment to driving operational excellence, ensuring end-to-end visibility, and avoiding overlapping responsibilities in the hiring process, we would like to remind all teams that **TALEO is the single official system** to be used for all recruitment actions. **No steps should be taken outside the system.** This is critical for governance, coordination, and audit purposes.

Please find below the standard hiring process to be followed for **all new and replacement positions:**

(1) Requisition Phase

1. **Hiring Manager** opens the job requisition on TALEO.
2. **Head of Department** approves the job requisition.
3. **Sector/Country Organization Design** reviews the business need (especially if unplanned), drafts/revises the Job Description (JD), and proposes the job level.
4. **Group Organization Design** validates the BU structure, confirms the need, approves the JD, and performs **job evaluation** if needed to confirm the proposed level and job title.
5. **Group Total Rewards** sets the compensation package, including salary range and all other applicable rewards, based on the finalized job level.
6. **BU HRBP** reviews and approves the full job requisition and attached details. *(in case of an ad-hoc request, not approved in the manpower plan)*
7. **BU Head** gives final approval on the job requisition. *(in case of an ad-hoc request, not approved in the manpower plan)*

(2) Recruitment Phase

8. **Recruiter** begins the sourcing, screening, and HR interviews.
9. **Hiring Manager** conducts technical interviews.
10. **Recruiter** moves the selected candidate to the *"Offering Stage"* on TALEO.
11. **Group Total Rewards** creates the official job offer in the system.
12. **Hiring Manager** reviews and approves the job offer.
13. **BU HRBP** approves the job offer.
14. **BU Head** approves the job offer **only if** the compensation exceeds the range approved by Group Total Rewards.
15. **Recruiter** officially extends the offer to the candidate via TALEO.

Important Notes

- All steps must be **logged and completed in TALEO** — verbal confirmations or through email or Microsoft Teams or What's App or other messaging platforms will not be accepted as formal approvals.
- The **ownership of each step is exclusive to the designated owner** listed in the process. **No other HR function or business stakeholder is authorized to bypass, replace, or take ownership** of a step that is not explicitly assigned to them.
- Any deviation from this process **must be escalated to Group HR Quality Assurance Team group.HRA@elsewedy.com** before any action is taken.
- This structure is designed to ensure **alignment, accountability, and speed** in the hiring process while maintaining transparency and governance across all functions.

Best regards,

Group Chief HR Officer

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