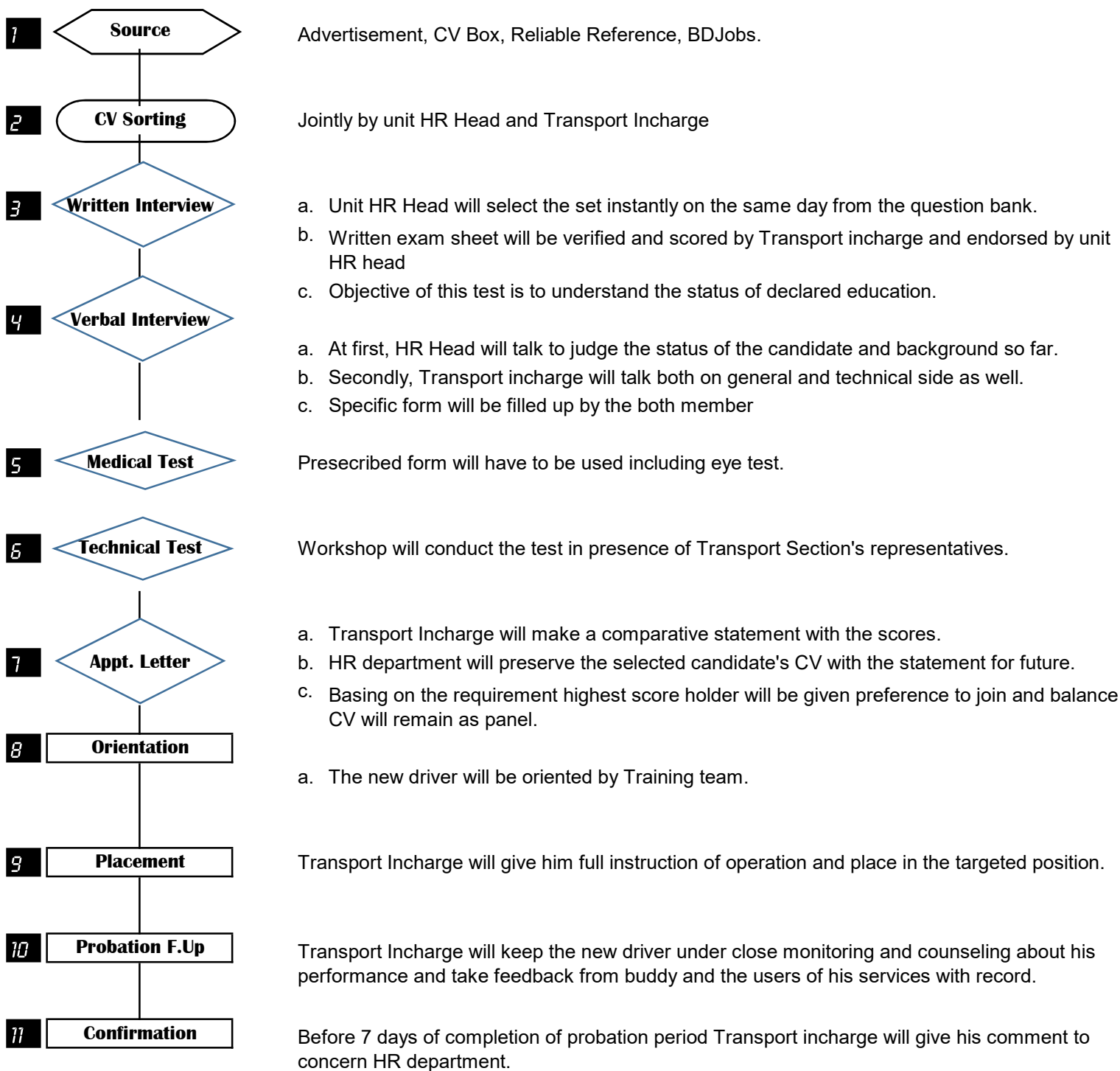# FLOW CHART
TRANSPORT DRIVER SELECTION & ENGAGEMENT

MASCO

OBJECTIVE :- Driver and transport being controlled centrally from Zone - A but appointment remain under different SBUs, from recruitment to service cycle need to remain transperent among central and unit. This flow chart will cover upto probation completion of driver.

1 — Source

Advertisement, CV Box, Reliable Reference, BDJobs.

2 — CV Sorting

Jointly by unit HR Head and Transport Incharge

3 — Written Interview

a. Unit HR Head will select the set instantly on the same day from the question bank.
b. Written exam sheet will be verified and scored by Transport incharge and endorsed by unit HR head
c. Objective of this test is to understand the status of declared education.

4 — Verbal Interview

a. At first, HR Head will talk to judge the status of the candidate and background so far.
b. Secondly, Transport incharge will talk both on general and technical side as well.
c. Specific form will be filled up by the both member

5 — Medical Test

Presecribed form will have to be used including eye test.

6 — Technical Test

Workshop will conduct the test in presence of Transport Section's representatives.

7 — Appt. Letter

a. Transport Incharge will make a comparative statement with the scores.
b. HR department will preserve the selected candidate's CV with the statement for future.
c. Basing on the requirement highest score holder will be given preference to join and balance CV will remain as panel.

8 — Orientation

a. The new driver will be oriented by Training team.

9 — Placement

Transport Incharge will give him full instruction of operation and place in the targeted position.

10 — Probation F.Up

Transport Incharge will keep the new driver under close monitoring and counseling about his performance and take feedback from buddy and the users of his services with record.

11 — Confirmation

Before 7 days of completion of probation period Transport incharge will give his comment to concern HR department.

Transport department must ensure that potential selected CVs are kept as panel with tracking number for reference before starting new process to avoid wastage and for the sake of smoothness and quick service.

Document Control

Ref # _____   Issue Date : _____   Process Owner _____

Prepared by _____   Checked by _____   Approved by _____