HUMAN RESOURCES POLICY MANUAL

Recruitment, Assessment & Bootcamp Progression Policy

1. PURPOSE

This policy establishes the standardized framework for:

- Candidate shortlisting
- Assessment progression
- Bootcamp eligibility
- Contract staff advancement
- Staffing eligibility requirements

The objective is to ensure fairness, transparency, compliance, and operational efficiency in recruitment and workforce development processes.

2. SCOPE

This policy applies to all recruitment activities relating to:

- Management Trainee Bootcamp
- Sales and Marketing Bootcamp
- Production Bootcamp
- Contract Recruitment Programme

It is binding on:

- Human Resources Personnel
- Recruitment Officers

- Hiring Managers
- Line Managers
- Authorized Sales and Marketing Managers

3. DEFINITIONS

Primary Test: Initial assessment conducted for all applicants.

Secondary Test: In-premises assessment conducted for qualified candidates following Primary Test performance.

Bootcamp: Structured training and evaluation programme leading to staffing decisions.

Contract Staff: Candidates recruited into contract-based roles with potential progression into Bootcamp programmes.

NYSC Certificate: Mandatory certification required for staffing eligibility.

4. POLICY STATEMENT

The Company adopts a structured, performance-based recruitment and progression model designed to:

- Identify qualified talent
- Maintain assessment integrity
- Ensure staffing compliance
- Promote internal advancement opportunities

All recruitment decisions must strictly align with this policy.

5. PRIMARY TEST QUALIFICATION STANDARD

5.1 All candidates who achieve **60% and above in the Primary Test** qualify for invitation consideration.

5.2 This minimum qualification standard applies to all recruitment programmes.

5.3 Candidates who do not receive further communication within one (1) month of completing the Primary Test should consider their application unsuccessful.

5.4 Internal assessment benchmarks beyond the Primary Test minimum qualification are confidential and shall not be disclosed.

6. SHORTLISTING AND INVITATION GOVERNANCE

6.1 Secondary Test History Check

Prior to issuing invitations:

- Confirm the candidate has not taken the Secondary Test within the past three (3) months.
- Candidates who have taken the Secondary Test within this period shall not be re-invited.

6.2 Non-Attendance Policy

- Candidates may be invited a maximum of two (2) times.
- Candidates who fail to attend after two invitations shall not be re-invited.
- Candidates previously invited but absent must be removed from future shortlisting cycles.

6.3 Previous Secondary Test Performance

- Candidates who have previously passed the Secondary Test may be considered for Bootcamp evaluation, subject to current workforce requirements and recommendation protocols.

6.4 Bootcamp Invitation Exclusion

Candidates previously invited to any Bootcamp must be excluded from new shortlisting exercises.

Verification must be conducted using:

- Candidate Full Name
- Phone Number

7. NYSC STAFFING REQUIREMENT

7.1 Possession of a valid NYSC Certificate is mandatory for staffing into any role.

7.2 Candidates without NYSC certification:

- May participate in the Primary Test.
- Shall not be invited for the Secondary Test under the Contract Staff pathway.
- Cannot be staffed into any position until NYSC certification is verified.

7.3 This requirement is non-negotiable and ensures regulatory compliance.

8. BOOTCAMP PROGRAMME ELIGIBILITY

8.1 Management Trainee Bootcamp

Objective

To develop future organizational leaders.

Eligibility Criteria

- Degree Classification: First Class or Second Class Upper (2:1)

- Successful completion of required assessment stages

Restriction

Contract Staff are not eligible for staffing into the Management Trainee programme.

8.2 Sales and Marketing Bootcamp

Objective

To develop Sales and Marketing Executives.

Primary Recruitment Source

Sales and Marketing Bootcamp candidates are primarily drawn from Contract Staff, unless otherwise approved.

Eligibility Criteria

- Degree Classification: First Class or Second Class Upper (2:1)
- Successful completion of required assessment stages
- Line Manager recommendation (where applicable)

8.3 Production Bootcamp

Objective

To recruit and develop technical talent for production roles.

Eligibility Criteria

- Degree Classification: Any (excluding OND, SSCE, WAEC qualifications)
- Course of Study: Science or Engineering-related disciplines only
- Successful completion of required assessment stages

9. CONTRACT RECRUITMENT PROGRAMME

9.1 Objective

To recruit entry-level contract staff and provide structured progression pathways into Bootcamp programmes based on performance and recommendation.

9.2 Progression Framework

Contract staff progression into Bootcamp is determined by:

- Performance across assessment stages
- Line Manager recommendation
- Organizational workforce needs

9.3 Post-Bootcamp Staffing Outcome

Upon successful completion of Bootcamp, candidates may be staffed into:

- Sales and Marketing Executive roles
- Production roles

Contract Staff shall not be staffed into the Management Trainee programme.

10. CONFIDENTIALITY

All internal evaluation standards beyond the Primary Test qualification threshold are confidential.

Recruitment personnel must not disclose:

- Secondary Test benchmarks
- Internal ranking systems
- Comparative candidate performance data

All candidate communications must follow standardized HR-approved templates.

11. COMPLIANCE AND AUDIT

Failure to comply with this policy may result in:

- Recruitment process invalidation
- Internal audit review
- Disciplinary action where applicable

The Human Resources Department retains authority to review and update this policy as required.