| | **Code** | **PROCESS IDENTIFICATION** | **Date** | **Document version** |
|---|---|---|---|---|
| KRATOS READY FOR WHAT'S NEXT™ | KC-QA-PR-0008 | **HUMAN RESOURCES** | 03/07/2021 | 1.0 |

# Process Monitoring

## Purpose of the process

- Select and hire qualified employees for open position
- Fulfill all administrative steps

## Process pilot

Human Resources Manager

## Scope of the process

| | |
|---|---|
| **INPUT DATA** | • Jobs opportunities<br>• Recruitment plan<br>• Resources needs and criteria used for selection and hiring new employees<br>• Employees information<br>• New competences<br>• Data payroll<br>• Training needs |
| **OUTPUT DATA** | • Open positions published<br>• Employment Working Contract<br>• Data Payroll updated<br>• Legal institutions registration<br>• Legal declarations<br>• Employees Information updated<br>• New competences<br>• Performance Evaluation |

| Process instances (committees, meetings, ...) | | |
| --- | --- | --- |
| Human Resources Meeting (bi-weekly)) | Management review (yearly) | Progress meeting operation (weekly) |

| Resources necessary for the proper functioning of the process |
| --- |
| Human Resources Manager, Project Manager, Operation Manager |

**Customer expectations**

| Customers | Needs | Expectations |
|---|---|---|
| **Customers of Kratos** | Product and service specifications for design, manufacture, delivery, support, documentation | Receive quality products and services that meet customer's specifications / requirements Consistency of quality |
| | | |
| | | |

**Expectations of other interested parties**

| Interested Parties | Needs | Expectations |
|---|---|---|
| **All employees of Kratos** | Produce products and services. | Good work framework - Job security – Health – Safety - Training |
| **Management** | Leadership – Direction – Resources – Involvement - Motivation | Efficiency and effectiveness of operations compliance |
| | | |
| | | |

| Most critical risks of the process | |
|---|---|
| Risk | Risk control method(s) |
| 1) Insuffisant resources | Adapt resources to employees needs |
| 2) Incompliance resources to expectations | Training, tutoring |

| Interfaces with other processes | |
|---|---|
| Upstream process<br>X➔ | All processes |
| Downstreamp process<br>➔X | All processes |

# Operations of the process

| Description of activities | | | |
|---|---|---|---|
| Key activity | Responsible of activity | Means of controlling the activity (document, …) | Means of tracking the activity (registration, follow-up…) |
| **Selection of new employees** | • Human Resources Management <br> • Operation Management | • Human Resources process | • Application job offer |
| **Hire new employees** | • Human Resources Management | • Human Resources process | • Personnel file <br> • Payroll |
| **Administrative management** | • Human Resources Management | • Human Resources process | • Personnel file <br> • Competence Form |
| **Career evolution and training** | • Human Resources Management <br> • Operation Management | • Human Resources process | • File training records <br> • Performance evaluation review |
| **Others tasks** | • Human Resources Management | • Human Resources process | • Personnel file updated |

| Contribution of the process to the deployment of the policy | | |
|---|---|---|
| Quality Policy objectives | Measures | Targets |
| **Customer satisfaction** | Repeat business | NONE of our system is replaced by another system<br>At least 2 congratulations per year.<br>At least 75% of customer survey responses per year |

| Process monitoring | | | | |
|---|---|---|---|---|
| Indicator | Objectives | Target value<br>(if applicable) | Frequency | Other means of surveillance<br>(process review, internals audits ...) |
| **8.01.1 – Recruitment plan** | Verifiy execution of recruitment plan | 100% | Yearly | • Internal audit (1 per 3 years)<br>last internal audit: 2020<br><br>• Process review (1 per year)<br>last process review: july 2021 |
| **8.02.1 – Update employees information** | Verify update | 100% | Yearly | |
| **8.03.1 – Performance evaluation review** | Verify that all employees had a performance evaluation review | 100% | Yearly | |
| **8.03.2 – Training evaluation** | Verify training evaluation | 100% | Yearly | |
| **8.03.3 – Training plan** | Verify execution of training plan | 100% | Yearly | |