



Cat Corporation Recruiting Process

Version: 2.1 | Effective Date: 04/26/23

Table of Contents

1. Purpose
2. Scope
3. Responsibilities
4. Procedure
5. Supporting Documentation
6. Revision History
7. Approval

Glossary:

Background Check: Used to verify a candidate's previous employment history and educational background to ensure that they are valid.

Candidate Survey: A survey used within the company to ask newly hired employees about the interview process to see how it can be improved upon.

Offer Letter: Formal contract that outlines terms of employment for potential employees.

Onboarding Week: First week for new hires that entails training and onboarding information to set up employees for a successful career.

Screening: Reviewing submitted applications and resumes to determine if a candidate should be offered an interview.

1. Purpose

The purpose of this document is to guide Human Resources representatives through the entire process for Cat Corporation on recruiting new employees to the company and filling roles as needed.

2. Scope

This Standard Operating Procedure document is intended to be used by HR representatives to explain the process between identifying an employment need and having a new employee begin their employment agreement with Cat Corporation.



3. Responsibilities

There are multiple responsibilities of HR representatives when it comes to the hiring process. Hiring managers are expected to adhere to the following responsibilities and others as needed,

- Identify staffing requirements with managers of various departments and obtain essential details to create job postings
- Collaborating with the hiring team by providing feedback for other candidates as needed
- Serving as a coordinator for multiple candidates to be the main point of contact and answer questions as needed
- Evaluating candidates to determine if they meet requirements and offering employment opportunities
- Understand legal terms to create offer letters to negotiate the terms of the employment with candidates

4. Procedure

To find qualified candidates for vacant jobs, it is advised to follow the procedures listed. They detail each stage of the hiring process from preparing, to interview, to gathering feedback.

Step 1: *Analysis & Planning* - Collaborate with the hiring team and manager to determine the requirements of the vacant job to conduct analyses to determine the skills, qualifications, and experience necessary for the position.

Step 2: *Recruitment Strategy* - Develop unique recruiting strategies to attract qualified candidates for the position. Utilize multiple different job boards and use available networking resources.

Step 3: *Application Screening* - Review applicants to find qualified candidates who meet the stated criteria and work with colleagues to conduct initial assessments on potential candidates.

Step 4: *Interviewing* - Conduct interviews as needed to assess each candidates' skills and experience to see if they would be a good fit for the role. Get second opinions as needed from other recruiters.



Step 5: Offer Management - After a candidate has been approved for an offer, extend these in a professional manner to candidates and negotiate terms as needed while communicating expectations.

Step 6: Communications - Ensure that the new employee knows what to expect after they have accepted their position and work with them to schedule onboarding training.

Step 7: Continual Improvement - Gather feedback from other hiring coordinators and identify areas of improvement to ensure the hiring process is efficient and effective.

5. Supporting Documentation

In order to be successful in this role, the other documents will be beneficial in understanding the full hiring process. These documents can be found in the Master File in Microsoft OneDrive under Master File > Recruiting.

Please do not hesitate to reach out to the hiring staff manager, Kelsey Jones, for any questions not answered by this document.

6. Revision History

Version	Date Approved	Author	Revision Notes
1.0	02/05/2019	Kelsey Jones	New template, added all functionality and known processes of HR for hiring procedures.
1.1	03/16/2019	Kelsey Jones	Revised template with information previously missing.
2.0	10/25/2021	Sarah Smith	Updated the template to account for a remote-hiring experience due to COVID-19.
2.1	04/26/2023	Sarah Smith	Added glossary to enhance readability and provide important information regarding frequently used terms



7. Approval

	Title	Signature	Date
Prepared By:	Mrs. Sarah Smith	<i>Sarah Smith</i>	04/26/23
Reviewed By:	Mr. Antonio Lee	<i>Antonio Lee</i>	04/26/23
Approved By:	Mrs. Stacy Blackwell	<i>Stacy Blackwell</i>	04/26/23