Hiring Procedure

1. Workforce Planning & Requisition Procedure

1.1 Objective
Purpose is to ensure all hiring requests are aligned with the company's strategic workforce plan, organizational structure, and approved budget before initiating recruitment. This process ensures the company hires the right number of employees with the right skills, at the right time, and within budget.

1.2 Scope
Scope of this procedure applies to all departments requesting new or replacement staff positions within the company.

1.3 Policy Statement
All new or replacement positions must be formally requested and approved through the MyAlmet platform prior to the commencement of any recruitment activities. Positions should be selected from the existing Job Catalogue. In cases where a new position is required, it must be created and submitted for approval through the MyAlmet platform in accordance with the company's workforce planning and authorization procedures. Unauthorized or informal hiring outside this process is not permitted.

1.4 Responsibilities:
Department Heads
- **Identification of Staffing Needs -** Staffing needs may arise due to:
  - Employee resignation, promotion, or termination
  - Department or project expansion
  - Creation of a new function or position
  - Temporary coverage needs (e.g., maternity leave, long-term absence)

- **Completion of Job Openings**
  - The Department Head reviews the accuracy of the information and ensures the requisition supports business goals.
  - Job Openings are carried out through selection from Job Catalogue

Human Resources
  - Review the justification, and alignment with organizational structure.
  - Ensure alignment with job description, grade level, and consistency with company standards.

HR may request revisions or additional clarification before proceeding.

2. **Job Posting & Sourcing**

   Vacancies are posted both internally and externally to ensure a fair, transparent, and wide-reaching recruitment process.

   Internal posting allows current employees to explore career development opportunities and promotes internal mobility. Open positions are communicated through the company intranet, or email announcements.

   External posting ensures access to a wider talent pool and may include:
   - Company website and social media platforms (Mainly Linkedin)
   - Online job portals and professional platforms (jobsearch)
   - University and college career centers for graduate and internship positions

3. **Application Screening**
   - HR reviews all received applications to ensure and shortlist candidates who meet minimum job requirements.
   - Shortlisted candidates are shared with the hiring manager for feedback and selection for interviews.
   - Non-selected candidates are to be informed courteously.

4. **Interview Process**
   - *Stage 1:* **Phone Screening:** HR assesses if a job applicant meets the basic qualifications for a role
   - *Stage 2:* **Test Interview (If Applicable):** Depending on the role, candidates may be required to complete knowledge check tests. HR and Hiring Manager Interview is conducted upon the successful results of the test interview
   - *Stage 3:* **HR and Hiring Manager Interview:** HR evaluates cultural fitness, motivation, salary expectations, and hiring manager assesses job-specific skills and knowledge.

- *Stage 4:* **Final Interview (if applicable)**: It is conducted by senior management for key positions.

5. **Selection & Job Offer**
   - The hiring manager and HR jointly select the most suitable candidate based on evaluation results.
   - HR prepares and issues the Offer Letter and proceeds with Employment Contract (in compliance with local legislation) after obtaining management approval.
   - Salary and benefits are aligned with the company's grading policy.