1. Recruitment & Onboarding Policy

Version: 2025-01
Company: NMT
Region: Global (EN)

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2. Purpose and Scope

The purpose of this Recruitment & Onboarding Policy is to establish a clear and consistent framework for attracting, selecting, and integrating new employees into NMT. This policy applies to all departments and positions across the organization, ensuring that recruitment and onboarding processes align with core values and business objectives.

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3. Core Principles

3.1 Fairness
All recruitment and onboarding activities will be conducted without discrimination based on protected characteristics.

3.2 Transparency
Clear communication will be maintained regarding the recruitment process and expectations.

3.3 Inclusivity
We aim to build a diverse workforce that reflects the communities we serve.

3.4 Compliance
Recruitment practices will follow local, regional, and international labor laws.

3.5 Candidate Experience
We strive to provide a positive and engaging experience for all candidates.

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4. Roles and Responsibilities

4.1 HR Department
• Oversee recruitment and onboarding processes.
• Ensure compliance with legal and regulatory requirements.
• Provide training and support to hiring managers.

4.2 Hiring Managers
• Identify staffing needs and initiate job requisitions.
• Collaborate with HR to develop job descriptions and select candidates.

4.3 **Recruiters**
• Source and screen candidates.
• Facilitate interviews and manage candidate communication.

4.4 **Executives**
• Approve high-level recruitment decisions and ensure alignment with organizational goals.

4.5 **New Hires**
• Actively participate in onboarding and provide feedback to improve future processes.

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5. Recruitment Process

5.1 Job Requisition

Hiring managers submit a job requisition form to HR, detailing position responsibilities, qualifications, and urgency.

5.2 Approvals

HR reviews the requisition and obtains required approvals from executives.

5.3 Job Descriptions

HR and hiring managers create clear job descriptions outlining essential functions and qualifications.

5.4 Postings

Job openings are posted on the company website, job boards, and social media to attract diverse candidates.

5.5 Sourcing

Recruiters source candidates through networking, referrals, and partnerships with educational institutions.

5.6 Selection

Candidates are screened based on qualifications and experience, followed by interviews and assessments.

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6. Selection Methods

6.1 **Interviews**
Structured interviews conducted by hiring managers and HR assess candidate skills and cultural fit.

6.2 **Assessments**
Skills assessments may be administered as needed.

6.3 **Case Studies**
Candidates may complete case studies relevant to the role.

6.4 **Reference Checks**
HR conducts reference checks to verify qualifications and past performance.

6.5 **Background Checks**
Background checks are performed in accordance with local laws.

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7. Diversity, Equity & Inclusion

NMT is committed to equal opportunity employment. Bias mitigation techniques such as standardized evaluation criteria and diverse interview panels will be used throughout the recruitment process.

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8. Communication with Candidates

8.1 Timelines

Candidates will be informed of application status within two weeks of submission.

8.2 Feedback

Constructive feedback will be provided to candidates who reach the interview stage but are not selected.

8.3 Offer Process

Successful candidates will receive a formal offer letter detailing salary, benefits, and start date.

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9. Onboarding Process

9.1 Preboarding

New hires receive a welcome email with essential information and resources prior to their start date.

9.2 Day One Activities

New hires attend orientation covering company policies, culture, and administrative procedures.

9.3 Induction Program

A structured induction program includes training sessions and introductions to team members.

9.4 Probation Period

New hires undergo a 90-day probation period during which performance will be evaluated.

9.5 Buddy/Mentor System

Each new hire is assigned a buddy or mentor to support their acclimation.

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10. Digital Tools and Systems

• **Applicant Tracking System (ATS):** Manages job postings, applications, and candidate communications.
• **Human Resource Information System (HRIS):** Maintains employee records and supports onboarding.
• **E-Learning Platforms:** Provide access to training and compliance courses.

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11. Probation Period Rules

11.1 **Length**
Standard probation period is 90 days.

11.2 **Evaluations**
Performance evaluations occur at 30, 60, and 90 days.

11.3 **Extensions**
Probation may be extended by 30 days if performance expectations are not met.

11.4 **Termination**
Employment may be terminated during probation for unsatisfactory performance.

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12. Training During Onboarding

• **Mandatory Compliance Training:** Must be completed within the first week.
• **Security Training:** Covers data protection and security protocols.
• **Culture Workshops:** Introduce company values and culture.

13. Integration with Performance Management

A review is conducted at the end of the first 90 days to evaluate performance, set goals, and address concerns.

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14. Employee Records and Documentation Requirements

New hires must submit required identification, tax forms, and signed offer letters before their start date.

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15. Global and Regional Compliance Considerations

Recruitment and onboarding practices will comply with local labor laws in each region where NMT operates.

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16. Example Scenario: Manager Requests a New Hire

Scenario: A manager identifies the need for a software developer due to increased workloads.

1. The manager submits a requisition to HR.

2. HR reviews and approves the request.

3. A job description is created and posted.

4. Candidates are sourced, screened, and interviewed.

5. The selected candidate receives an offer and onboarding begins.

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17. Example Onboarding Plan: 30–60–90 Days

Time Frame Activities

30 Days   Orientation, compliance training, introductions, first assignments

60 Days   Continued training, feedback sessions, increased responsibilities

90 Days   Performance review, goal setting, deeper integration into projects

18. Sample Communication Timeline with Candidates

Stage	Timeline	Action
Application Received	2 weeks	Acknowledge receipt
Interview Scheduled	1 week	Notify candidates
Post-Interview Feedback	1 week	Provide feedback
Offer Extended	1 week	Send offer letter

19. Stages of Onboarding with Responsible Parties

Stage	Responsible Party
Preboarding	HR
Orientation	HR, Hiring Manager
Training Sessions	HR, Department Heads
Performance Review	HR, Hiring Manager

20. Checklist for Managers Before New Hire Arrival

1. Confirm workspace setup.
2. Prepare equipment (laptop, phone).
3. Schedule introductory meetings.
4. Ensure system access is provisioned.
5. Review onboarding materials.

21. Appendix: Definitions and Templates

21.1 Definitions

• **ATS:** Applicant Tracking System.
• **HRIS:** Human Resource Information System.

21.2 Templates

• **Offer Letter Template:** [Link to template]
• **Induction Agenda:** [Link to template]

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22. FAQ

1. **What should I do if a position needs urgent filling?**
   • Contact HR immediately to expedite the process.

2. **How long does onboarding last?**
   • Typically 90 days, including probation.

3. **Can job descriptions be changed?**
   • Yes, changes can be requested during requisition.

4. **What if I have concerns during probation?**
   • Discuss with HR and the hiring manager.

5. **Is training mandatory during onboarding?**
   • Yes, compliance and security training are mandatory.

6. **How will I receive feedback?**
   • Through regular check-ins.

7. **What if performance expectations are not met?**
   • A probation extension or termination may occur.

8. **How do we ensure a diverse candidate pool?**
   • Use diverse job boards and outreach methods.

9. **What digital tools will I use?**
   • ATS for applications and HRIS for onboarding.

10. **Who should I contact about the onboarding process?**
    • Reach out to HR for assistance.