Recruitment & Onboarding Policy
Version: 2025-01
Company: NMT
Region: Global (EN)
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1. Purpose and Scope

The Recruitment & Onboarding Policy establishes a clear, consistent, and transparent framework for attracting, selecting, and integrating new employees into NMT. The policy ensures that recruitment practices align with NMT's culture, values, and global business objectives while promoting fairness, inclusivity, and compliance.

This policy applies to all departments and roles across NMT, covering full-time, part-time, temporary employees, interns, and contractors participating in NMT's recruitment and onboarding processes.

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2. Core Principles

2.1 Fairness

All recruitment and onboarding activities must be conducted impartially and free from discrimination on any protected characteristic.

2.2 Transparency

Clear communication will be maintained throughout the recruitment process, ensuring candidates understand timelines, expectations, and decision criteria.

2.3 Inclusivity

NMT is committed to building a diverse and representative workforce. All hiring processes must support equal opportunity and mitigate bias.

2.4 Compliance

All recruitment practices will adhere to applicable local, regional, and international labor laws, data protection regulations, and ethical hiring standards.

2.5 Candidate Experience

NMT prioritizes a positive, respectful, and engaging experience for all candidates, regardless of outcome.

3. Roles and Responsibilities

3.1 HR Department

- Oversee all recruitment and onboarding processes.
- Ensure compliance with relevant legal and regulatory requirements.
- Provide tools, templates, and training to hiring managers.

3.2 Hiring Managers

- Identify staffing needs and initiate job requisitions.
- Collaborate with HR to define job descriptions and evaluate candidates.
- Participate in interviews and selection decisions.

3.3 Recruiters

- Source and screen candidates through multiple channels.
- Facilitate interviews, manage communication, and ensure timely updates.

3.4 Executives

- Approve high-level talent decisions.
- Ensure recruitment aligns with NMT's strategic objectives.

3.5 New Hires

- Participate actively in onboarding activities.
- Provide feedback to support continuous improvement of onboarding processes.

4. Recruitment Process

4.1 Job Requisition

Hiring managers initiate the process by submitting a job requisition to HR, outlining responsibilities, qualifications, and urgency.

4.2 Approvals

HR reviews the requisition and obtains necessary executive approvals before recruitment begins.

4.3 Job Descriptions

HR and hiring managers collaborate to develop clear and inclusive job descriptions that reflect essential skills, experience, and responsibilities.

4.4 Postings

Job openings are posted across internal platforms, NMT's website, professional job boards, and relevant social channels to reach diverse candidate pools.

4.5 Sourcing

Recruiters source candidates via networking, referrals, job fairs, and partnerships with universities and training institutions.

4.6 Selection

Candidates undergo screening, interviews, assessments, and credential verification to ensure suitability and cultural alignment.

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5. Selection Methods

5.1 Interviews

Structured interviews conducted by HR and hiring managers evaluate job-specific competencies and cultural fit.

5.2 Assessments

Role-based skills assessments may be used to validate technical or functional competencies.

5.3 Case Studies

For selected roles, candidates may be asked to complete task-based case studies relevant to job functions.

5.4 Reference Checks

HR conducts reference checks to confirm previous experience and performance.

5.5 Background Checks

Background checks are performed in accordance with legal requirements in each region.

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6. Diversity, Equity & Inclusion

NMT ensures equal opportunity by applying standardized evaluation criteria, diverse interview panels, and bias mitigation strategies throughout the hiring process.

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7. Communication with Candidates

7.1 Timelines

Applicants will be updated on their status within **two weeks** of application submission.

7.2 Feedback

Candidates who progress to the interview stage but are not selected will receive constructive feedback upon request.

7.3 Offer Process

Selected candidates will receive a formal offer letter specifying compensation, benefits, and employment terms.

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8. Onboarding Process

8.1 Preboarding

New hires receive a welcome email with essential documents, onboarding guides, and first-day information.

8.2 Day One Activities

Orientation covers company culture, values, policies, administrative tasks, and introductions to key team members.

8.3 Induction Program

A structured induction plan includes training sessions, system access setup, and meetings with stakeholders.

8.4 Probation Period

New hires complete a **90-day** probation period during which their performance, engagement, and cultural fit are evaluated.

8.5 Buddy/Mentor System

Each new hire is assigned a peer buddy or mentor for guidance and support during their initial months.

9. Digital Tools and Systems

- **Applicant Tracking System (ATS):** Manages postings, applications, and candidate workflows.

- **HRIS:** Supports onboarding tasks, compliance documentation, and record management.

- **E-Learning Platforms:** Provide mandatory training and self-paced development resources.

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10. Probation Period Rules

10.1 Length

The standard probation period is **90 days** unless otherwise specified.

10.2 Evaluations

Evaluations are conducted at **30, 60, and 90 days**, focusing on performance, behavior, and integration.

10.3 Extensions

The probation period may be extended by **30 days** if expectations are not adequately met.

10.4 Termination

Employment may be terminated during probation for unsatisfactory performance or cultural misalignment.

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11. Training During Onboarding

- **Mandatory Compliance Training** (first week)

- **IT & Security Training** (access rights, data privacy, cybersecurity protocols)

- **Culture Workshops** (company values, DEI commitments, behavioral expectations)

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12. Integration with Performance Management

At the end of the first 90 days, new hires undergo a formal review to assess performance, finalize initial goals, and determine ongoing development needs.

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13. Employee Records and Documentation Requirements

New hires must submit identification documents, tax forms, signed offer letters, and any region-specific paperwork before their start date.

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14. Global and Regional Compliance Considerations

Recruitment and onboarding procedures will comply with jurisdiction-specific labor, immigration, data protection, and anti-discrimination laws.

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15. Example Scenario: Manager Requests a New Hire

Scenario:
A manager identifies the need for an additional software developer due to increasing workload.

Steps:

1. Submit requisition to HR.

2. HR reviews and approves the request.

3. Job description is developed and posted.

4. Recruiters source, screen, and interview candidates.

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

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

Time Frame Activities

30 Days   Orientation, compliance training, introductions, initial tasks

60 Days   Continued training, manager feedback sessions, increased responsibilities

90 Days   Performance review, long-term goal setting, project integration

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17. 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

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18. Stages of Onboarding with Responsible Parties

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

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19. Checklist for Managers Before New Hire Arrival

1. Confirm workspace setup.
2. Prepare equipment (laptop, phone, accessories).
3. Schedule introductory meetings with key team members.
4. Arrange system access and software permissions.
5. Review onboarding materials and verify training alignment.

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20. Appendix: Definitions and Templates

20.1 Definitions

- **ATS:** Applicant Tracking System
- **HRIS:** Human Resource Information System

20.2 Templates

- Offer Letter Template: *[Link Placeholder]*

- Induction Agenda Template: *[Link Placeholder]*

This Recruitment & Onboarding Policy ensures a consistent, inclusive, and compliant approach to hiring and integrating talent across NMT's global operations.