

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 03			Revision No :02
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Title : Procedure for HR, Training (Recruitment)			

### 3.0 PROCEDURE FOR Recruitment, Selection and On the Job training

#### 3.1 SCOPE

This procedure covers how the competent work force is built up.

#### 3.2 RESPONSIBILITY

Senior Human Resource Development Manager is overall responsible to define minimum competency level, provide training, evaluate and maintain records assisted with Asst. Human Resource Development Manager (Training).

#### 3.3 PROCEDURE FOR DEFINING TO COMPETENT LEVEL.

The competent levels are defined in Performance Appraisal Review.

#### 3.4 PROCEDURE FOR RECRUITMENT, SELECTION & ON THE JOB TRAINING FOR NEW RECRUITS (Shop Floor).

Flow	Activity	Responsibility	Ref
<div>PLANNING</div>	1. Asses the requirement through cadre summary.	HR EX (Recruitment)	CHR-RS-B-002-P
	2. Prepare list of vacancy		
	3. Select the suitable employee according to the criterion.		CHR-RS-A-002-P
<div>TRAINING</div>	1. Conduct the introduction program.	Cluster HR AHRM-Plant	HR-TR-001
	2. Assign to required section		
	3. Train according to the working instruction		
	4. Fill up the training record	HR-Officer Training	HR-TR-009
<div>EVALUATION</div>	1. Carryout evaluation.	HR-Officer (training) / HOD HO	CHR-006
	2. Make permanency.	HOD/AHRM Plant/CHRM	

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### 3.5 PROCEDURE FOR RECRUITMENT, SELECTION & ON THE JOB TRAINING FOR NEW RECRUITS (Staff & Above).

Flow	Activity	Responsibility	Ref
<div>PLANNING</div>	1. Assess the requirement.	HREXE/HOD	HR-RS-004
	2. Prepare list of vacancy.	HREX	
	3. Select the suitable employee according to the criterion.	HREX/HOD	
	4. Carryout final interview with the board of Directors for executives		
<div>EXECUTION</div>	1. Conduct the induction program.	Cluster HR	HR-TR-001
	2. Assign the required section.	AHRM-Plant	
	3. Follow up the training schedule	HR (Training)	
	4. Staff level submit the training report to plant HR.	„	
	5. Executive & above employee submit the training report to plant HR & have to deliver the project presentation to board of directors.	Cluster HR	
<div>EVALUATION</div>	1.Carryout evaluation (3,6 & 11 month)	HR Officer (Training) AHRM-Plant/HOD/ CHRM	CHR-007
	2.Make Permanency		
	3.Evaluate the effectiveness & issue the conformation letter	CHRM	

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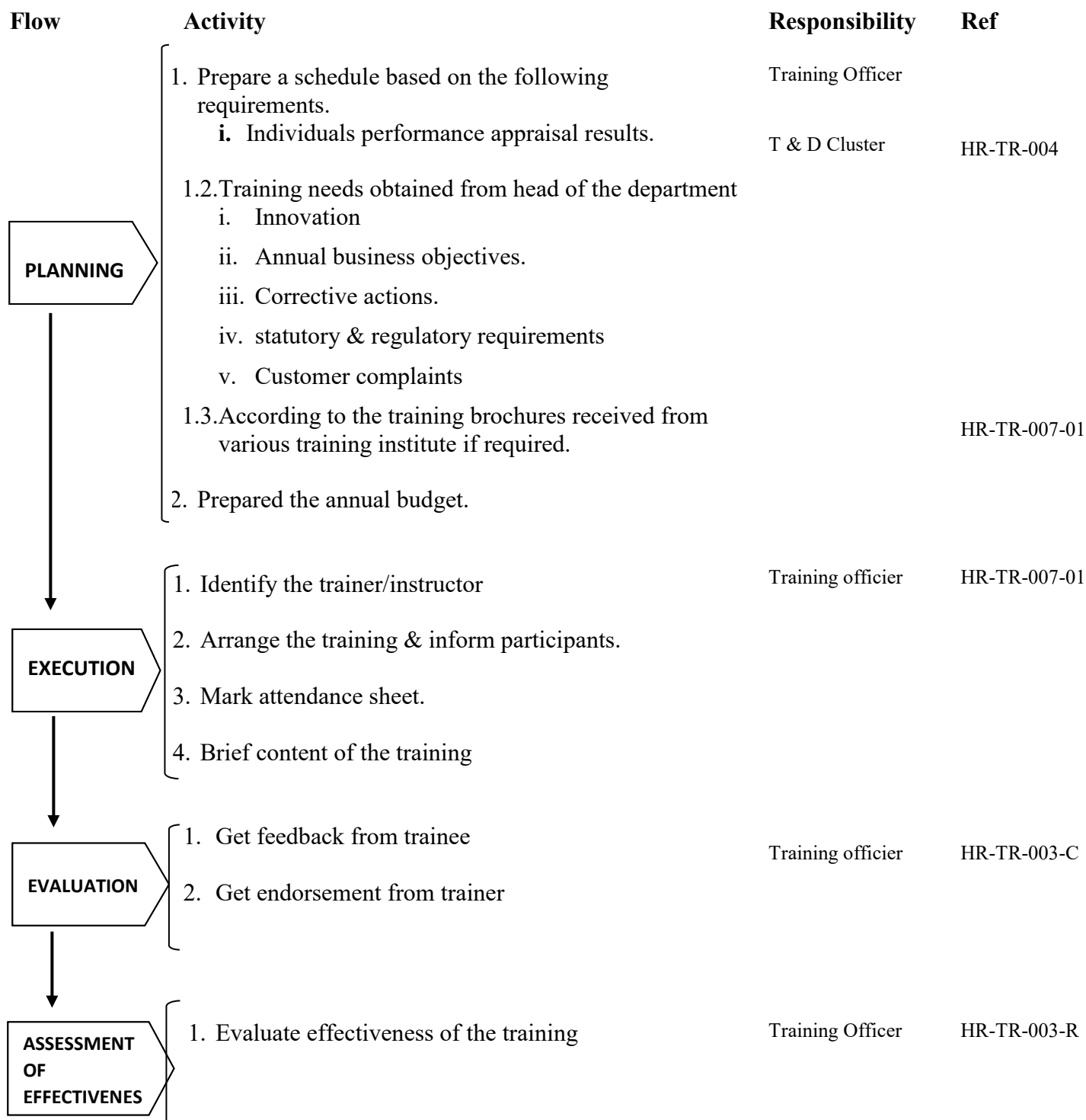
### 3.6 PROCEDURE FOR ON THE JOB TRAINING FOR NEW EXISTING EMPLOYEES.

Flow	Activity	Responsibility	Ref
<div>PLANNING</div> <div>↓</div>	1. Prepare a schedule based on following requirement.	AHRM-Plant/ HOD/Training Officer	HR-TR-006-01
	I. Gap of appraisal review		
	II. Analysis of nonconformities		
	III. Launching a new design / product		
	IV. Innovation		
	V. Follow up work procedure.		
<div>EXECUTION</div> <div>↓</div>	VI. Other special requirements		
<div>RECORDING</div> <div>↓</div>	1. Circulate the program to identified departments.	Training Officer	
	2. Arrange & conduct the training program		
<div>EVALUATION</div>	1. Enter details in training record	Training Officer	HR-TR-006-02
	1. Evaluate the employee	Trainer/Training Officer	HR-TR-006-02
	2. Evaluate the effectiveness of the training after 3 months	Training Officer/HOD	„

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### 3.7 PROCEDURE FOR SPECIFIC TRAINING.



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