# Global Recruitment and Hiring Guidelines

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## 1. Introduction

This document establishes the standard procedure for attracting, assessing, and hiring top talent globally, with a focus on roles critical to NexaCore's AI and SaaS product delivery.

## 2. The Hiring Process Flow

### Step 1: Needs Assessment and Authorization (Manager/HR)

- The hiring manager completes a **Requisition Form** detailing the role's justification, core responsibilities, and necessary budget.
- The form must be approved by the Department Head and the Head of Finance.
- HR finalizes the **Job Description (JD)**, ensuring alignment with the required technical skills and NexaCore's mission.

### Step 2: Sourcing and Advertising (HR/Manager)

- HR determines the sourcing strategy: internal mobility, online job boards, specialized AI/Tech recruitment agencies, or regional career fairs.
- All job advertisements must be inclusive, non-discriminatory, and clearly articulate NexaCore's core values.

### Step 3: Candidate Screening (HR/Manager)

- **HR Screening:** Initial review of applications for basic qualifications, cultural fit, and salary expectations.
- **Manager/Technical Screening:** Deeper dive into technical competencies, previous project success, and relevance to the SaaS industry.

### Step 4: Interview Process

A structured interview process is mandatory to ensure fairness and consistency:

1. **Stage 1 (Behavioral):** Focused on cultural fit, work ethic, and alignment with NexaCore values.
2. **Stage 2 (Technical/Functional):** Skills assessment, live coding (for Engineers), or case studies (for Sales/Product). **AI-centric roles must include a competency task.**

3.  **Stage 3 (Leadership/Final):** Interview with a Department Head or C-Level Executive.

## Step 5: Offer and Onboarding

- HR verifies references and conducts necessary background checks.
- The hiring manager and HR determine the final compensation offer based on internal equity and market rates.
- HR extends a formal, written Offer of Employment.
- Once accepted, the new hire is moved into the **Onboarding Checklist** process.

# 3. Interview Best Practices

- **Consistency:** All candidates for the same role must be asked the same core set of questions.
- **Focus on Impact:** Questions should focus on past results and measurable contributions, not just tasks performed.
- **Avoid Bias:** Interviewers must be trained to recognize and mitigate unconscious bias. **Hiring decisions must be documented and merit-based.**