Biosite MEDICAL INSTRUMENTS	**POLICY AND PROCEDURE**		DOC NO.	BMI-PP-HRD-007
			REV NO.	00
	TITLE **Recruitment and Onboarding**		PAGE	1 of 3
			EFFECTIVE DATE	January 1, 2025
Prepared by:		*Reviewed & Approved by:*		
Maria Krisma D. Adan		**Kathleen D. Reyes, RMT, MHM, DBA**		

1. PURPOSE

The purpose of this policy is to establish clear guidelines and processes for the recruitment and onboarding of new employees. This ensures a fair, transparent, and efficient process that attracts, selects, and integrates individuals who align with the organization's values and goals.

2. SCOPE

Hiring Manager and HRD of Biosite Medical Instruments, Inc.

3. PROCEDURE

3.1. Recruitment

3.1.1. HR receives the Manpower Request Form from the requesting manager.

3.1.2. HR shall ensure all fields are complete and post the vacancies in all recruitment portals such as Facebook, Indeed, Jobstreet, and LinkedIn.

3.1.3. Upon receiving candidates, HR shall counter check the candidate CV against the set qualifications of the vacancy.

3.1.4. If the candidate qualifies for the position, conduct initial interview

3.1.5. Create an interview assessment form based on the qualifications.

3.1.6. Once the candidate has passed the initial interview, coordinate with the Immediate Superior and/or Department director for the 2nd level interview.

  3.1.6.1. For Managerial positions, endorse to the HR Manager prior to the department heads.

3.1.7. Create a calendar invite via Google Calendar with the candidate's email address and the IS/Manager's email address.

  3.1.7.1. Schedule the interview via Zoom/GoogleMeet.

  3.1.7.2. After the interview, request for feedback from the IS/Manager.

3.1.8. Once the candidate has passed the final interview, prepare the Job Offer.

3.2. Job Offer

3.2.1. Refer to the position being offered and the respective benefits.
  NOTE: Not all positions have the same offer. Countercheck if the position requires laptops, mobile phones, company vehicle, per diem/revolving fund, and so on.

3.2.2. Confirm with the candidate the offer and inquire regarding the start date. Ideally, new hires should start every Thursday to ensure proper scheduling with the other departments for onboarding.

3.2.3. Submit the prepared JO to the HR Manager for checking, approval, and endorsement to top management.

3.2.4. Together with the JO, send the CV in case Management would like to view the work experience and assessment.

3.2.5. Once the Job Offer is signed by management and the official JO has been returned to the HR Specialist, send the attachment to the candidate.

3.2.6. The deadline for the JO is within 2 calendar days. Follow up with the candidate in case he/she does not submit within 2 days. The candidate must confirm in the email for offer decline or acceptance with the attached signed JO.

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3.2.7. Once the JO has been received, send the list of requirements to the candidate.

3.2.8. Create a digital 201 file for the employee. Save the JO.

3.2.9. Print the JO for the physical 201 filing for the next step.

3.3. Preparation for Onboarding

3.3.1. Communicate with the candidate from time to time regarding the start date and pre-employment requirements.

3.3.2. Print all requirements:

    3.3.2.1.   Employee Contract (pre enter the Name, position, and salary as stated in the Job Offer)

    3.3.2.2.   Job Description Conforme

    3.3.2.3.   Employee Information Sheet

    3.3.2.4.   Personal Information Sheet (for ID card)

    3.3.2.5.   PNB application form (for ATM)

    3.3.2.6.   Code of Conduct and Discipline Conforme

    3.3.2.7.   BMI INC-Policy-Anti-Bribery and Corruption Conforme

    3.3.2.8.   New joiners Checklist Form

    3.3.2.9.   Onboarding Checklist

    3.3.2.10. Coordinate with the different departments for their onboarding schedule.

3.3.3. Coordinate the number of heads and position of the new hires to the HR Specialist to prepare the accountabilities such as

    3.3.3.1. laptop/phones

    3.3.3.2. company car

    3.3.3.3. calling card

    3.3.3.4. uniform

    3.3.3.5. system accesses (email, messenger account, BMI system)

    3.3.3.6. revolving fund, as needed

    3.3.3.7. others, as needed

3.3.4. Finally, confirm with the new hire his/her start date.

3.4. Onboarding

3.4.1. Gather the new hire/s for more than 1 in the ground floor conference room.

3.4.2. Provide the necessary documents for completion.

3.4.3. Explain each form especially the onboarding checklist.

3.4.4. Conduct the HR Orientation Deck

3.4.5. Double check the schedule for Orientation with other departments.

3.4.6. Monitor the schedule of the new hires.

3.4.7. Once the new hires have completed the whole checklist, introduce the new hires to the office by showing them around the office and introducing them to the employees.

3.4.8. Endorse each new hire to the Immediate Superior or Department Head.

4. REFERENCE DOCUMENTS

None

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5. **FORMS**
   5.1. BMI- FORMS-HRD-001 Pre-employment Requirements
   5.2. BMI- FORMS-HRD-002 Employee Information Sheet
   5.3. BMI- FORMS-HRD-003 New Joiners Checklist
   5.4. BMI- FORMS-HRD-004 Onboarding Checklist
   5.5. BMI- FORMS-HRD-005 Job Description
   5.6. BMI- FORMS-HRD-006 Manpower Request Form
   5.7. BMI- FORMS-HRD-007 Conforme Sheet
   5.8. BMI- FORMS-HRD-008 Job Offer

6. **AMENDMENT CLAUSE**
   6.1. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.