**RECRUITMENT WORK FLOW**

**IMMEDIATE SUPERIOR** TO CREATE PRF AND SEND TO DEPARTMENT HEAD FOR APPROVAL.

**DEPARTMENT HEAD** TO APPROVE THE PRF AND SEND TO COO FOR APPROVAL.

**COO** TO APPROVE THE PRF AND SEND TO HRD MANAGER FOR APPROVAL.

**HRD MANAGER** TO APPROVE THE PRF AND SEND TO HRD RECRUITMENT STAFF FOR APPLICANT SOURCING.

**HRD RECRUITMENT STAFF** TO PROCESS THE PRF FOR SOURCING

**OR**

**(EXTERNAL APPLICANT)**

**APPLICANT** TO FILL-UP THE EMPLOYEE DATA SHEET.

**HRD RECRUITMENT STAFF** TO FILL-UP THE EMPLOYEE DATA SHEET.

Note:

* Internal hiring was done thru employee movement.
* PRF will be attached on the movement form
* System to have option for manual closing of PRF.

**SELECT CANDIDATES**

**HRD RECRUITMENT STAFF** TO SELECT CANDIDATE/S FROM THE LIST OF APPLICANTS (Internal/External)

**APPLICANT INITIAL INTERVIEW**

**HRD RECRUITMENT STAFF** TO INTERVIEW APPLICANTS ON THE LIST OF CANDIDATES

Note:

* Reference : EDS and IFS
* HR to have an option to choose interview template (Interview Finding Sheet and interview assessment form)
* OR Use Interview finding sheet only and IAF is for supporting documents for attachment only (for confirmation)

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**APPLICANT EXAM (MANUAL PROCESS)**

**HRD RECRUITMENT STAFF** TO INPUT RESULT OF EXAM.

Note:

* HR to manually input the ff: exam name/type, date and time, grade, status and remarks

**BACKGROUD INVESTIGATION (OPTIONAL)**

**HRD RECRUITMENT STAFF** TO INPUT RESULT OF THE INVESTIGATION.

**HRD RECRUITMENT STAFF** TOENDORSE APPLICANT’S DOCUMENTS TO REQUISITIONING DEPARTMENT OR SBU FOR REVIEW.

Note:

* hard copy of docs will be manual process
* Employee Data Sheet / Interview Finding Sheet / Exams
* Requestor and approver can view details on the system

**FINAL INTERVIEW**

**HRD RECRUITMENT STAFF** TOCOORDINATE WITH APPLICANT AND INTERVIEWER THE INTERVIEW SCHEDULE.

Note:

* Manual coordination
* Interview schedule will be set on the system.
* Email notification will be sent to applicant and interviewer.
* HR to provide Teemworx for the email notification template.
* Reference for interview will be IFS
* Final interviewers are Immediate superior, manage and COO
* Each interviewer has an access on the system to input their comments and ratings
* But HR has an option to fill-up in behalf of the interviewer

**JOB OFFER**

**HRD RECRUITMENT STAFF** TOSCHEDULE THE APPLICANT FOR JOB OFFER.

Note:

* HR must have option to choose job offer template based on employment status and job level.
* HR to input compensation
* HR can add/edit preloaded benefits

Note:

* Pre-define requirement listing

**PRE-EMPLOYMENT REQUIREMENTS**

**HRD RECRUITMENT STAFF** TOENTER THE DATE SUBMITTED PER REQUIREMENTS

Note:

* HR to input on the system the date of contract was signed.
* Start Date must reflect on the contract printout.

**CONTRACT SIGNING**

**HRD RECRUITMENT STAFF** TO PRINT THE CONTRACT.

**APPLICANT HIRING**

**HRD RECRUITMENT STAFF** TO TAG AS HIRED THE QUALIFIED APPLICANT/S.

Note:

* Hired applicants will automatically added to employee list.

**PRF CLOSING**

**HRD RECRUITMENT STAFF** TO MANUALLY CLOSE THE PRF UPON COMPLETION.

[**amyra\_a@abrahamholdings.ph**](mailto:amyra_a@abrahamholdings.ph)

1. **List of compensation and benefits**