

Onboarding and Recruitment Rules

Introduction

Welcome to our Onboarding and Recruitment Rules guide. This document provides clear and concise rules for our company's onboarding and recruitment processes, serving as a definitive resource for all employees.

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1. Onboarding Process Rules

Rule 1.1: New hires must receive a comprehensive onboarding package before their start date.

Rule 1.2: Mandatory orientation sessions must be attended within the first week of employment.

Rule 1.3: Each new employee must be assigned a mentor or buddy for the first 90 days.

2. Recruitment Guidelines

Rule 2.1: All job postings must be approved by HR and must comply with equal opportunity standards.

Rule 2.2: Recruitment procedures must be transparent and documented at each stage.

3. Documentation and Compliance

Rule 3.1: All new hires must complete mandatory legal documentation before commencing work.

Rule 3.2: HR must verify the eligibility and qualifications of all candidates.

4. Employee Referral Program

Rule 4.1: Referrals must be submitted through the official channel and tracked by HR.

Rule 4.2: Employees must disclose any personal relationships with the referred candidate.

5. Interviewing and Selection

Rule 5.1: All interviewers must be trained on non-discriminatory interviewing techniques.

Rule 5.2: Selection decisions must be based on merit and job-related criteria only.

6. Relocation and Mobility

Rule 6.1: Relocation assistance must be offered as per company policy and candidate's eligibility.

Rule 6.2: The terms of relocation and reimbursement must be clearly communicated to the candidate.

7. Orientation and Training

Rule 7.1: New hires must complete all mandatory training sessions within the specified timeframe.

Rule 7.2: Training effectiveness must be evaluated and recorded.

8. Probationary Period

Rule 8.1: The duration and expectations of the probationary period must be clearly communicated.

Rule 8.2: Performance evaluations during probation must be conducted as per schedule.

9. Internal Transfers and Promotions

Rule 9.1: Internal applicants must meet the specified criteria for the new role.

Rule 9.2: The process for internal transfers and promotions must be equitable and transparent.

10. Feedback and Process Improvement

Rule 10.1: Employees are encouraged to provide feedback on the onboarding and recruitment processes.

Rule 10.2: HR must regularly review and update the recruitment and onboarding processes based on feedback.

Conclusion

This document outlines the fundamental rules governing our onboarding and recruitment processes.

For further details or clarification, please contact the HR department.