

RECRUITMENT PROCESS GUIDELINES

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

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1. PURPOSE AND SCOPE

1. These Recruitment Process Guidelines ("Guidelines") establish the standard operating procedures for talent acquisition at Summit Digital Solutions, Inc. ("Company") and apply to all hiring activities across all divisions and departments.

2. These Guidelines are designed to ensure compliance with applicable employment laws while maintaining the Company's high standards for technical and professional talent acquisition in the digital transformation services sector.

2. DEFINITIONS

1. "Hiring Manager" refers to the department leader or designated supervisor with authority to make hiring decisions.

2. "Recruitment Team" refers to the Company's internal Human Resources professionals responsible for talent acquisition.

3. "Technical Assessment" refers to the Company's standardized evaluation of technical capabilities specific to the role.

3. RECRUITMENT PROCESS STAGES

1. Position Authorization

- a) All new positions must be approved through the Company's Position Request System
- b) Budget verification required from Finance Department
- c) Alignment with quarterly headcount plans must be confirmed

2. Job Description Development

- a) Hiring Manager must provide detailed role requirements

- b) Technical competencies must align with Company's Digital Transformation Framework
- c) Legal review required for all senior positions (Director level and above)

3. Candidate Sourcing

- a) Internal posting required for minimum 5 business days
- b) External channels to include approved vendor partnerships
- c) Employee referral program participation as applicable
- d) Compliance with equal employment opportunity requirements

4. CANDIDATE EVALUATION

1. Initial Screening

- a) Technical qualification verification
- b) Professional certification validation
- c) Work authorization confirmation
- d) Compensation alignment assessment

2. Interview Process

- a) Minimum three interview rounds required:
 - Initial HR screening
 - Technical assessment
 - Cultural fit evaluation
- b) Panel interviews required for senior positions
- c) Standard evaluation forms must be completed within 24 hours

3. Technical Assessment Requirements

- a) Role-specific technical evaluations
- b) Proprietary Peak Performance Platform proficiency testing
- c) Project methodology comprehension assessment
- d) Documentation of all technical evaluation results

5. OFFER PROCESS

1. Compensation Package Development

- a) Alignment with Company compensation bands
- b) Equity consideration for eligible positions
- c) Benefits package specification
- d) Variable compensation structure if applicable

2. Approval Requirements

- a) Hiring Manager approval
- b) Department head authorization
- c) HR compensation review
- d) C-level approval for Director and above positions

3. Offer Letter Requirements

- a) Standard Company offer template
- b) Role-specific performance expectations
- c) Confidentiality provisions
- d) Non-solicitation terms

6. PRE-EMPLOYMENT SCREENING

1. Background Check Requirements

- a) Criminal history verification
- b) Education verification
- c) Employment history validation
- d) Professional reference checks

2. Additional Requirements

- a) Drug screening per Company policy
- b) Technical certification verification
- c) Security clearance if required
- d) Professional license validation

7. DOCUMENTATION AND COMPLIANCE

1. Required Documentation

- a) Interview evaluation forms
- b) Technical assessment results
- c) Reference check documentation
- d) Offer letter acknowledgment

2. Record Retention

- a) Minimum 3-year retention period
- b) Secure electronic storage required
- c) Access restricted to authorized personnel
- d) Compliance with data privacy regulations

8. POLICY ADMINISTRATION

1. The Human Resources Department is responsible for maintaining and updating these Guidelines.
2. Exceptions to these Guidelines require written approval from both the Chief Human Resources Officer and the Chief Operating Officer.
3. These Guidelines shall be reviewed annually and updated as necessary to reflect changes in business needs and legal requirements.

9. LEGAL DISCLAIMER

These Guidelines are confidential and proprietary to Summit Digital Solutions, Inc. They do not constitute an employment contract or alter the at-will employment relationship. The Company reserves the right to modify these Guidelines at any time without prior notice.

ACKNOWLEDGMENT

The undersigned acknowledges receipt and understanding of these Recruitment Process Guidelines.

Date: _

Signature: _

Name: _

Title: _