PROGRAM TITLE

HUMAN RESOURCES

PROCESS TITLE

Recruitment and Hiring

1. SCOPE

This policies and procedures manual establishes policies, systems, procedures and controls on recruitment and hiring. All duties and responsibilities stated in this manual are not exclusive to the personnel’s designated responsibilities in this process title.

1. OBJECTIVES

* To establish an effective and efficient recruitment and hiring procedures.
* To ensure that recruitment and hiring procedures are properly authorized and conducted in accordance with this Manual.
* To clearly define the duties and responsibilities of all personnel involved in this process title.

1. PERSONNEL INVOLVED
   1. Department Head/Manager
      1. Identifies need for additional personnel and prepares Human Resource Requisition Form (HRRF).
      2. Conducts technical job orientation to newly hired employees.
   2. HR Staff
      1. Receives duly approved HRRF and forwards the same to the HR Manager for checking and recommendation for approval.
      2. Assists the HR Manager in the overall recruitment and selection process.
      3. Receives application letter and curriculum vitae (CV) from various applicants.
      4. Conducts preliminary interview to qualified applicants.
      5. Prepares and updates Applicant’s Evaluation Form (AEF) after preliminary interview.
      6. Conducts written examination and facilitates trade tests to applicants, conducted by subject matter experts, who successfully pass the 2nd interview with the HR Manager.
      7. Conducts authorized background investigation to certain applicants who successfully passed the final interview with the approving authority.
      8. Checks and verifies completion of pre-employment requirements checklist submitted by applicants.
      9. Prepares 201 and master file of all employees.
      10. Responsible for filing and keeping of all employee records and other confidential information.
      11. Conducts general company orientation to newly hired applicants.
   3. HR Manager
      1. Checks and recommends approval of the HRRF.
      2. Responsible for the overall recruitment and screening process.
      3. Conducts 2nd interview with applicants who successfully pass the preliminary interview with the HR Staff.
      4. Updates the AEF after 2nd interview.
      5. Make job offer to applicants who successfully pass the final interview with the appropriate authority and background investigation.
      6. Prepares employment contract.

* 1. Vice President/Senior Vice President/President
     1. Approves the HRRF.
     2. Conducts final interview with applicants who successfully pass the preliminary and second interview, written examination and trade test evaluation with the HR Department.
     3. Updates the AEF after final interview.
     4. Hire or rejects applicants.
     5. Signs employment contract
  2. Subject Matter Experts

Conducts trade test to applicants who successfully passed the 2nd interview conducted by the HR Manager. They include, but not limited to, chief mechanics, crane operators, programmers, *etc*.

1. POLICIES
   1. **Requisition and Recruitment**
      1. All personnel hired shall be properly supported with duly accomplished personnel requisition forms which shall be approved as follows:

|  |  |  |
| --- | --- | --- |
| **Requisition** | | **Approve by** |
| Budgeted | |  |
|  | * Rank and file/supervisory | * Concerned Department Manager |
|  | * Department heads/managerial | * Concerned Vice President/SVPs |
| Unbudgeted (any rank) | | * President |

The number of personnel to be hired shall be limited only to what was approved or authorized.

* + 1. No. of processing days of duly approved personnel requisition forms shall be as follows:

|  |  |  |
| --- | --- | --- |
| **Personnel Rank** | **Land-based** | **Sea-based** |
| Rank and file | 45 days | 60 days |
| Skilled or specialized workers | 60 days | 60 days |
| Supervisors and Managers | 60 days | 75 days |
| Any rank with license | Additional 30 days | Additional 30 days |

Processing days shall start at the time of receipt of duly approved PRF by the HR Department.

* + 1. The HR Department shall devise an effective and cost efficient recruitment techniques and strategies which includes, but not limited to, the following::
* Internal recruitment from present/existing employees through transfers and promotions;
* Referrals from present and past employees;
* Reference from previous applicants placed in active file;
* Media advertising such as posting in company’s official website, social network page, radio, *etc*.
  + 1. Qualified present employees shall be given priority whenever hiring or job vacancies exist. Department heads may recommend employees under his/her supervision to HR Manager for promotion. In cases when no one among the present employees meets the required professional skill/qualifications needed for the vacant position, outside hiring shall commence.
  1. **Screening and Selection**
     1. Effective and efficient screening procedures shall be adopted by the HR Department so that only those competent candidates or applicants whose qualifications best fit the job specification and who satisfactorily pass all requirements will be selected, hired or employed by the Company.
     2. Stages of screening of candidates or applicants shall be as follows:

| **Screening Stages** | **Conducted by** |
| --- | --- |
| 1. Preliminary Interview | HR Staff |
| 1. Second Interview | HR Manager |
| 1. Written Examination and   Trade test | HR Staff and Subject Matter Experts (SMEs) |
| 1. Final Interview | Approving Authority |
| 1. Background Investigation | HR Staff/  Authorized Person/Firm |

* + 1. An Applicant’s Evaluation Sheet shall be prepared and updated from time to time on each stages of the screening process to document the evaluation and keep track of the status of the candidates or applicants.
    2. A background vetting form shall be signed by the applicants who successfully passed the final interview with the approving authority which shall authorize the Company to conduct an investigation and verification of applicant’s personal background, work history and information contained in his application form.
    3. All candidates or applicants who successfully pass the pre-employment screening tests and interviews shall comply with the pre-employment requirements checklist prior to signing of the employment contract. The HR Staff shall be responsible for checking and verifying the completeness and correctness of the pre-employment requirements checklist as mentioned above.
  1. **Placement and Deployment**
     1. All candidates or applicants, regardless of job ranks, who successfully pass all the pre-employment tests and other requirements, shall undergo a probationary period of employment for not more than six (6) months from the date of employment. However, the President, at his discretion may shorten or bypass the probationary period or he may terminate the same for just and lawful cause provided that a written letter or notice of termination of probationary period shall be sent to the employee on or before the end his/her probationary period.
     2. Period and terms of employment for trainees, apprentice, project-based, casual and other employees not classified as regular shall conform to their respective employment contracts.
     3. Newly hired employees shall undergo an orientation and placement program to be conducted and facilitated by the HR Department.
  2. **Documentation**
     1. The HR Department shall be responsible for filing and recordkeeping of all employee records and other confidential information which include, but not limited to, the following:
* 201 File
* Action memos
* Employee master file
* Employment contract
* Newly hired orientation checklists
* Pre-employment requirements checklists
* Authorization for background investigation
* Application’s evaluation sheet
* Employee’s application form
* Employment application letter and CV

These shall be properly and systematically filed and kept in a secured location and updated as necessary. Employees shall properly notify the HR Department for any changes in the personal and other data file.

* + 1. Disapproved personnel requisitions shall be filed separately by the HR staff.
    2. The HR Department shall always maintain a list of at least three (3) qualified applicants, ranked in order of preference and qualifications for all positions, whether there are existing vacancies or not. The qualified applicants shall thus, be placed in the active file for future reference.

1. PROCEDURES

|  |  |  |  |
| --- | --- | --- | --- |
| Requisition and Recruitment | | | |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Identify need for replacement/additional employee. | Requesting Department Head |  |
| 2 | Obtain two (2) copies of Personnel Requisition Form (PRF) from HR staff and fill-out required information. | Requesting Department Head | Duly filled-out PRF |
| 3 | Receives duly filled-out PRF from requisitioner and forwards the same to HR Manager. | HR Staff | Duly filled-out PRF |
| 4 | Check details of PRF and recommends approval. | HR Manager | Duly filled-out and recommended for approval PRF |
| 5 | Approve RPF.  Refer to Policies section for hierarchy of approving authority. | Appropriate Approving Authority | Duly accomplished RPF |
| 6 | Facilitate recruitment or sourcing of needed personnel. | HR Staff |  |
| 7 | Receive application letters/CVs from various applicants. | HR Staff |  |
| 8 | Fill-out Employment Application Form (EAF) provided by the HR Staff. | Applicant | EAF |
| 9 | Obtain duly accomplished EAF. | Applicant | Duly filled-out EAF |

| Screening and Selection | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Review/evaluate EAF and call up/schedule qualified applicants for initial interview. | HR Staff | Dull filled-out EAF |
| 2 | Conduct preliminary interview. | HR Staff |  |
| 3 | Evaluate interview and prepare Applicant’s Evaluation Form (AEF). | HR Staff | Duly filled-out AEF |
| 4 | Call up qualified applicants and schedule for 2nd interview. | HR Staff |  |
| 5 | Conduct 2nd interview. | HR Manager |  |
| 6 | Evaluate interview and update AEF. | HR Manager | Duly filled-out AEF |
| 7 | Conduct written examination/facilitate trade test. | HR Staff |  |
| 8 | Evaluate results of written examination and trade test and update AEF. | HR Staff | Duly filled-out AEF |
| 9 | Endorsed successful applicants to immediate department head or President for final interview. | HR Manager |  |
| 10 | Conduct final interview. | Appropriate Approving Authority |  |
| 11 | Evaluate interview and update AEF. | Appropriate Approving Authority | Duly filled-out AEF |
| 12 | For sensitive/higher positions, have applicant sign an Authorization for Background Investigation and conducts background investigation. | HR Manager | Duly signed Authorization for Background Investigation |
| 13 | Make employment/job offer to successful applicants. | HR Manager |  |
| 14 | Prepare employment contract for successful applicants who accepts the job offer. | HR Manager |  |
| 15 | Prepare 201 and employee master file/ | HR Staff | 201/Duly filled-out Employee Master File |
| 16 | Accomplish/submit pre-employment requirements checklist. | Applicant | Pre-employment Requirements Checklists |
| 17 | Sign employment contract upon completion of pre-employment requirements. | Applicant |  |
| 18 | Conduct orientation to newly hired staff and placement to job. | HR Staff/  Department Head | Newly Hired Orientation Checklists |

| Placement and Deployment | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Prepare and generate new hire orientation checklists, employment contracts, job description, accountability forms, orientation programs, *etc.* | HR Staff |  |
| 2 | Schedule orientation. | HR Staff |  |
| 3 | Advise newly hired employees of scheduled orientation. | HR Staff |  |
| 4 | Conduct/facilitate orientation. | HR Staff |  |
| 5 | Oversees overall placement and deployment process. | HR Manager |  |
| 6 | Prepare accountability form and pass/release accountabilities, uniforms, IDs, *etc*. to newly hired employees to be witnessed by the concerned Department Head. | HR Staff |  |
| 7 | Accept and acknowledge accountabilities. | Employee |  |
| 8 | Work tour and observation. | Employee |  |
| 9 | Deploy to work. | Employee |  |

1. FLOWCHARTS
   1. Requisition and Recruitment



* 1. Screening and Selection



* 1. Placement and Deployment



1. BUSINESS FORMS
   1. Personnel Requisition Form



No. of copies - 2

Requested by - Department Head/Manager

Recommending approval - HR Manager

Approved by - Appropriate Approving Authority

Distribution - Copy 1 – Requesting Department

Copy 2 – HR Department

* 1. Employment Application Form



(*continue to next page)*

*(continued)*



No. of copies - 1

Prepared and signed by - Applicant

Distribution - HR Department

* 1. Authorization for Background Investigation



No. of copies - 1

Signed by - Applicant

Distribution - HR Department

* 1. Applicant’s Evaluation Sheet



(*continue to next page*)

*(continued)*



No. of copies - 1

Interviewed by - HR Staff/HR Manager/Approving Authority

Distribution - HR Department

* 1. Employee Master File



No. of copies - 1

Prepared by - HR Staff

Distribution - HR Department

* 1. Pre-Employment Requirements Checklist



No. of copies - 2

Checked and verified by - HR Staff

Distribution - Copy 1 – Applicant

Copy 2 – HR Department

* 1. New Hire Orientation Checklist



No. of copies - 1

Conducted by - HR/Department Head

Distribution - HR Department

1. EFFECTIVITY

This Policies and Procedures Manual shall take effect upon approval and shall supersede any memorandum/SOP inconsistent with this Policies and Procedures Manual. Any changes to the manual shall comply with the policies and procedures indicated in the process title *“Amendment of Manual”*.