

New Employee Recruitment

Model Overview	1
Searching for the person, that fit into our needs	1
Trainings for new employee	2
Screenshots	3
Main process	3
Acquainting with the environment	4
Process of training employee	5
Phone call with the candidate	6
Lunch with the candidate	6
when recruiter found interesting candidate	6
Stage two of the recruiter contact	7

Model Overview

Searching for the person, that fit into our needs

1. Get an inquiry form the team leader that company need new employer
 - a. Responsible: Team leader
2. Prepare job description
 - a. Responsible: HR team member
3. Post the job description in social media and send emails
 - a. Responsible: HR team member
4. Reply to all the questions and requests received for next 10 working days
 - a. Responsible: HR team member
5. Go through the requests and contact people who fits to our needs (by phone)
 - a. During the call you need to test person's language skills(preferably english)
 - b. Responsible: HR team member
6. Meeting with the possible new employer
 - a. Responsible: HR team member and possible future team lead and member
 - b. test how this person is eligible to cooperate with the team
7. Lunch between new possible employer and different current employees (different teams)

- a. Responsible: HR team member
 - b. Check if the person has basic soft skills
8. Meet with the CEO (chief executive officer) so that he can get to know the person
 - a. Responsible: CEO
9. Invite person to the trainings
 - a. Responsible: HR team member

Trainings for new employee

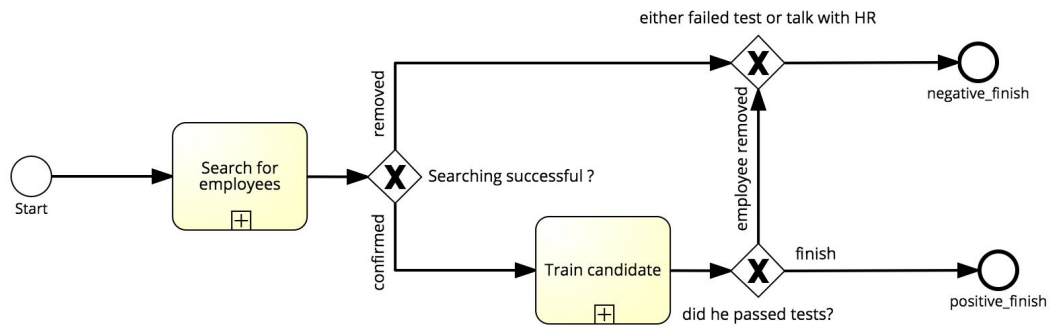
- Training with HR team about the company, its history and going through the employees list
 - Time: 1h
 - Responsible: HR team member
- Training about the product of the company
 - Time: 1.5h
 - Responsible: Marketing / Customer Success team members
- Meeting with the team in which person will work (possibly including lunch)
- Introduction to the working environment
 - Meeting with the team in which person will work (possibly including lunch)
 - Time: 1.5h
 - Responsible: Team leader
 - Quick intro to the tools that mentioned team uses
 - Time: 1h
 - responsible: Team leader
 - Do the exam
 - Time 2h
 - responsible: Team leader

Each candidate has three attempts to pass the exam. After each not passed attempt candidate will be inform about results. Company saves the number of attempts.

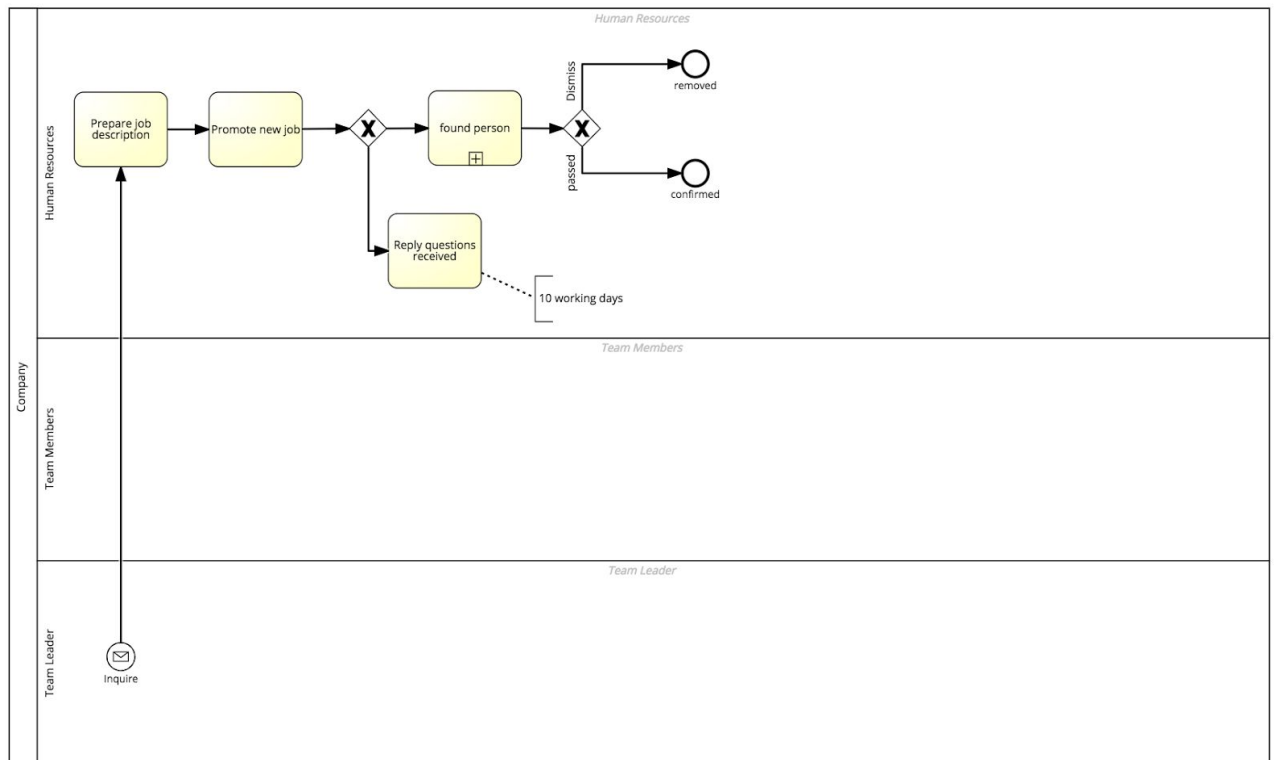
If candidate pass the exam he becomes eligibled to continue training process. In other way he is removed from course.
- Security training (explain basic rules of security) including short info about default tools/environments used by the all teams in the company and access control explanation
 - Time: 1.5h
 - Responsible: IT Security guy
- Next trainings regarding the position of the employee [Get specialization]
 - Time: depending of the team 1-4h
 - Responsible: Team members

Screenshots

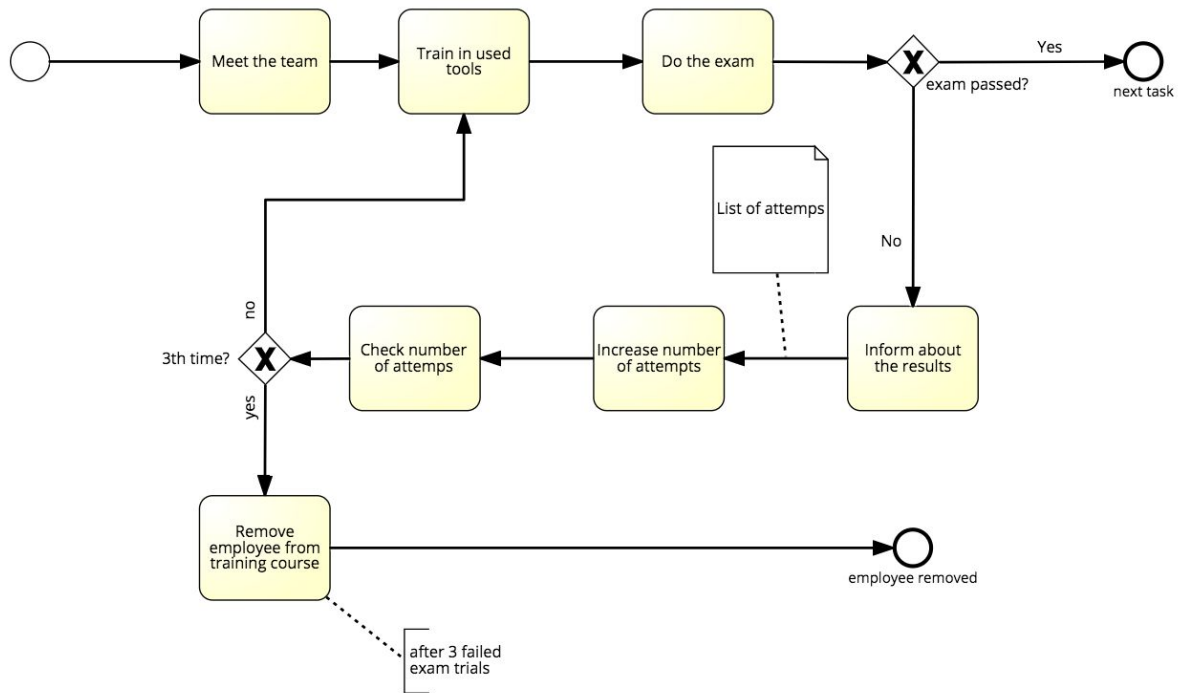
Main process



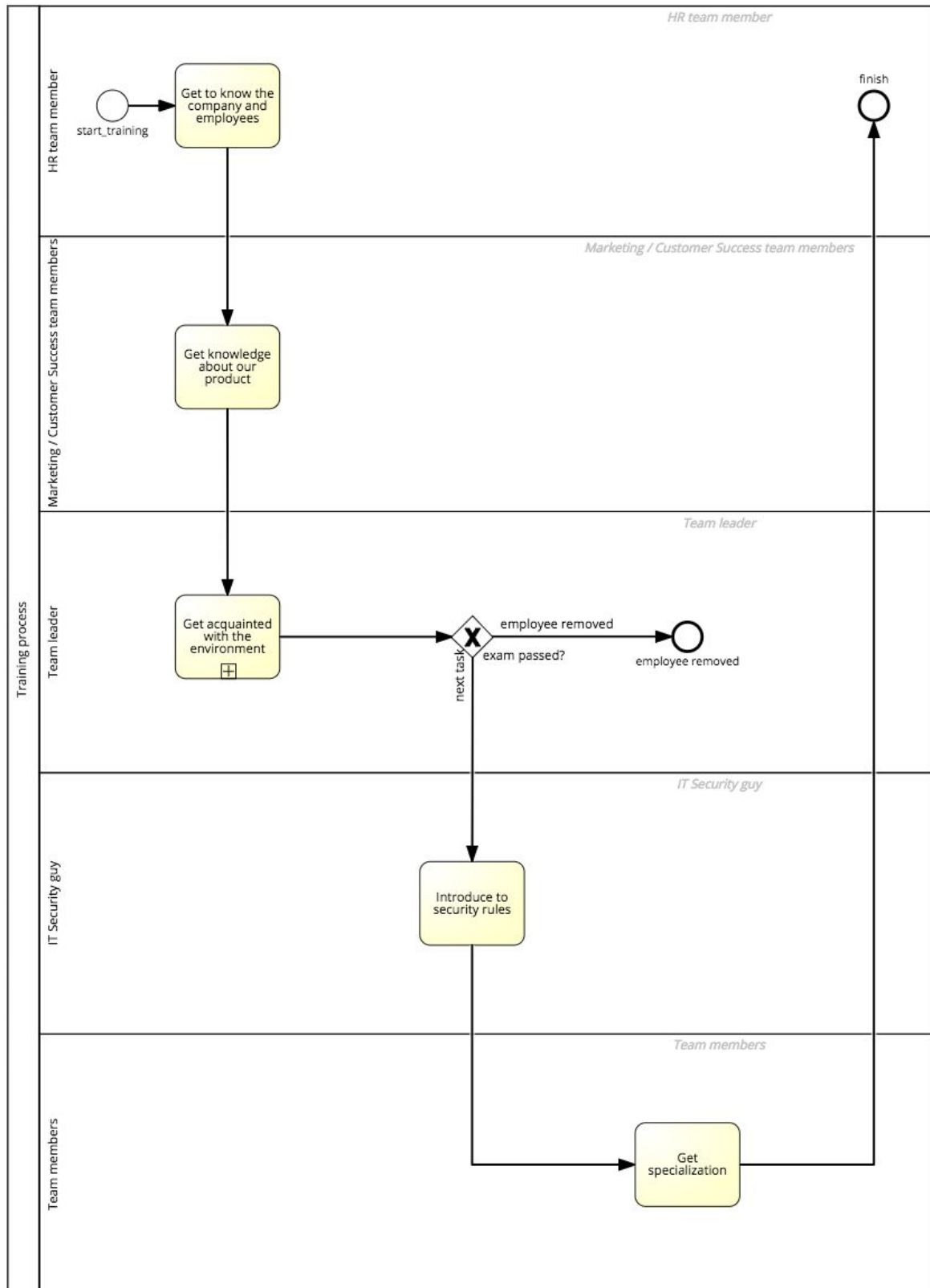
Process searching the employee



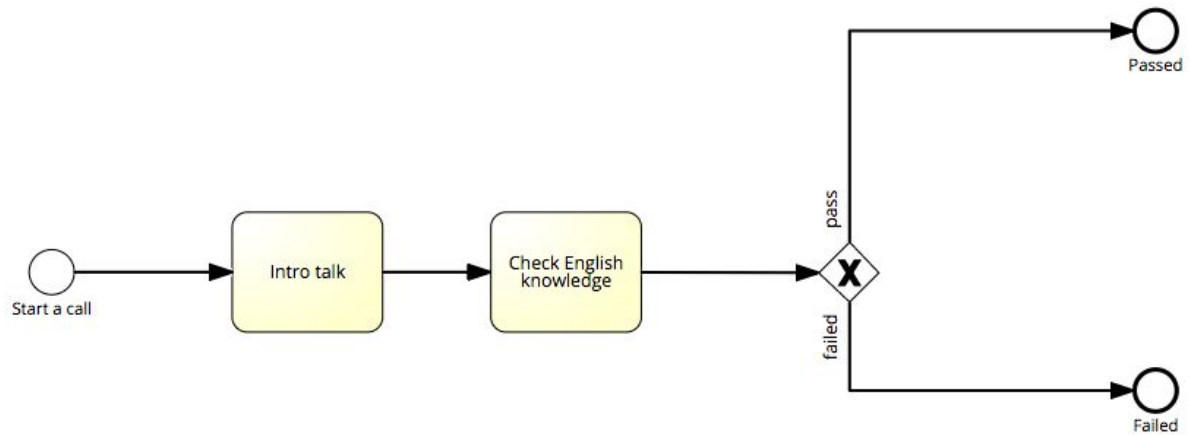
Acquainting with the environment



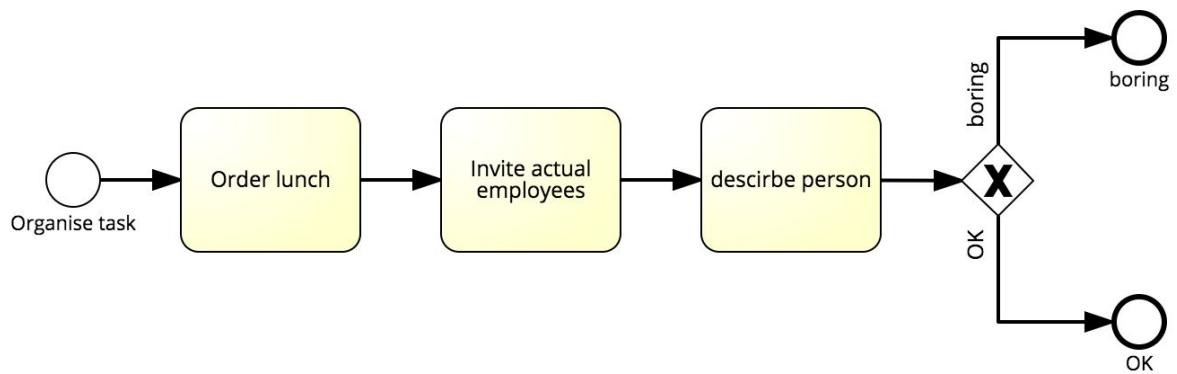
Process of training employee



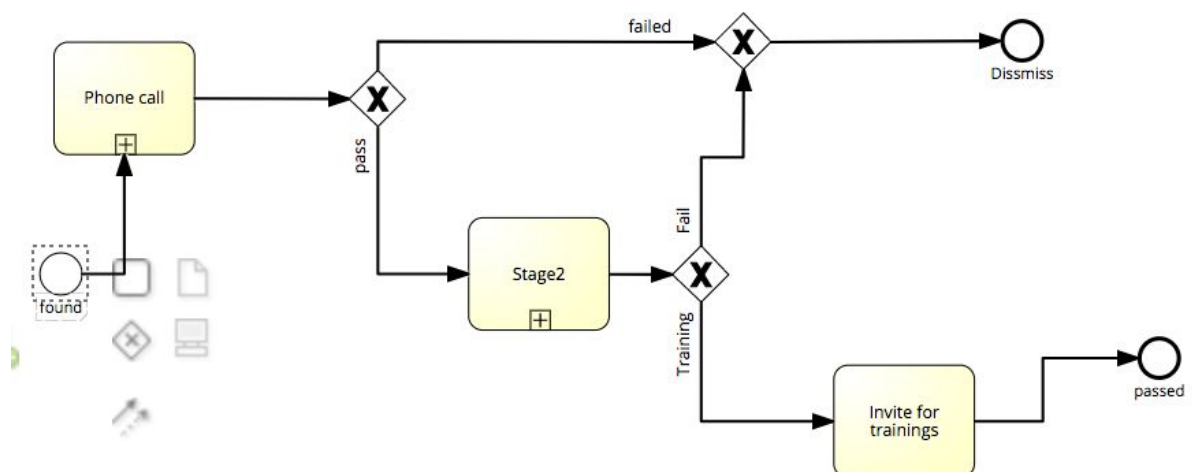
Phone call with the candidate



Lunch with the candidate



When recruiter found interesting candidate



Stage two of the recruiter contact

