

E-HR-1.1.1 Coordinate Interview Process				
1	Purpose	The purpose of this process is to lay down the steps for Recruiting new team members.		
2	Abbreviations	HR: Human Resource Emp. Id.: Employee Id TP- Talent Pool		
3	Version Chart	Version No.	Date of Release	Author / Review By
				Comments
		1.0	13-Feb-12	Priyanka Joshi, Supriya Behere/ Ashish Gupta
		1.1	10-Jan-17	Rajendra B. and Priya J
		1.2	19-Jan-17	Sunil Dane
		1.3	17-May-22	Supriya Acharya
		1.4	17-May-22	Rajendra Babtiwale
4	Authority	Authority of this process is of Process sponsor.		

E-HR-1.1.1 Coordinate Interview Process	Responsibility	Authority	Reference / Records
<pre> graph TD 1([1 HR shortlist of profile for open positions]) --> 2[2 Discuss with SBU head and identify interview panel] 2 --> 3[3 Check interview panel availability] 3 --> 4{4 Are interviewers available?} 4 -- N --> 2 4 -- Y --> 5[5 Organize 1st technical interview] 5 --> 6{6 Did candidate clear 1st round?} 6 -- N --> 7[7 Update in TP and organize alternate/fresh candidates] 7 --> 5 6 -- Y --> 8[8 Conduct 2nd technical interview] 8 --> 9{9 Did candidate clear 2nd round?} 9 -- N --> 7 9 -- Y --> 10{10 Is client/SBU head interview required?} 10 -- Y --> 11[11 Organize and conduct the interview] 11 --> 12{12 Did candidate clear this interview?} 12 -- N --> 7 12 -- Yes --> 13([13 Conduct HR Interview round]) </pre> <p> 1 HR shortlist of profile for open positions 2 Discuss with SBU head and identify interview panel 3 Check interview panel availability 4 Are interviewers available? 5 Organize 1st technical interview 6 Did candidate clear 1st round? 7 Update in TP and organize alternate/fresh candidates 8 Conduct 2nd technical interview 9 Did candidate clear 2nd round? 10 Is client/SBU head interview required? 11 Organize and conduct the interview 12 Did candidate clear this interview? 13 Conduct HR Interview round </p> <ul style="list-style-type: none"> • Update TP at all steps in the process • Client interview can be conducted at any step, depending on the requirement 	1 Talent Acquisition Team Member	Recruitment process sponsor	TP
	2 TA Team Member		TP
	3 TA Team Member		TP
	4, 5 TA Team Member		TP
	6 TA Team Member		TP
	7 Talent Acquisition Team Member	Process Sponsor	TP
	8 TA Team Member	Recruitment process sponsor	TP
	9 TA Team Member/ Interview Panel Members		TP
	10,11,12 Recruitment Team/Interview panel members		TP
	13 TA Team		TP/ Evaluation form