



Recruitment Process

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PROJET KONIAMBO

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Procedure –Recruitment Process

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1. Purpose

This procedure provides the framework for the management of recruitment. It defines the processes for the Human Resources team to:

- Assist managers in reviewing vacancies, drafting job descriptions and ensuring approval process is complied with,
- Ensure local legislative employment requirements are complied with,
- Candidate selection process is followed,
- Assist in identifying successful assignee for role.

Changes to the Recruitment Process will only be made on the approval of a Project Change Notice.

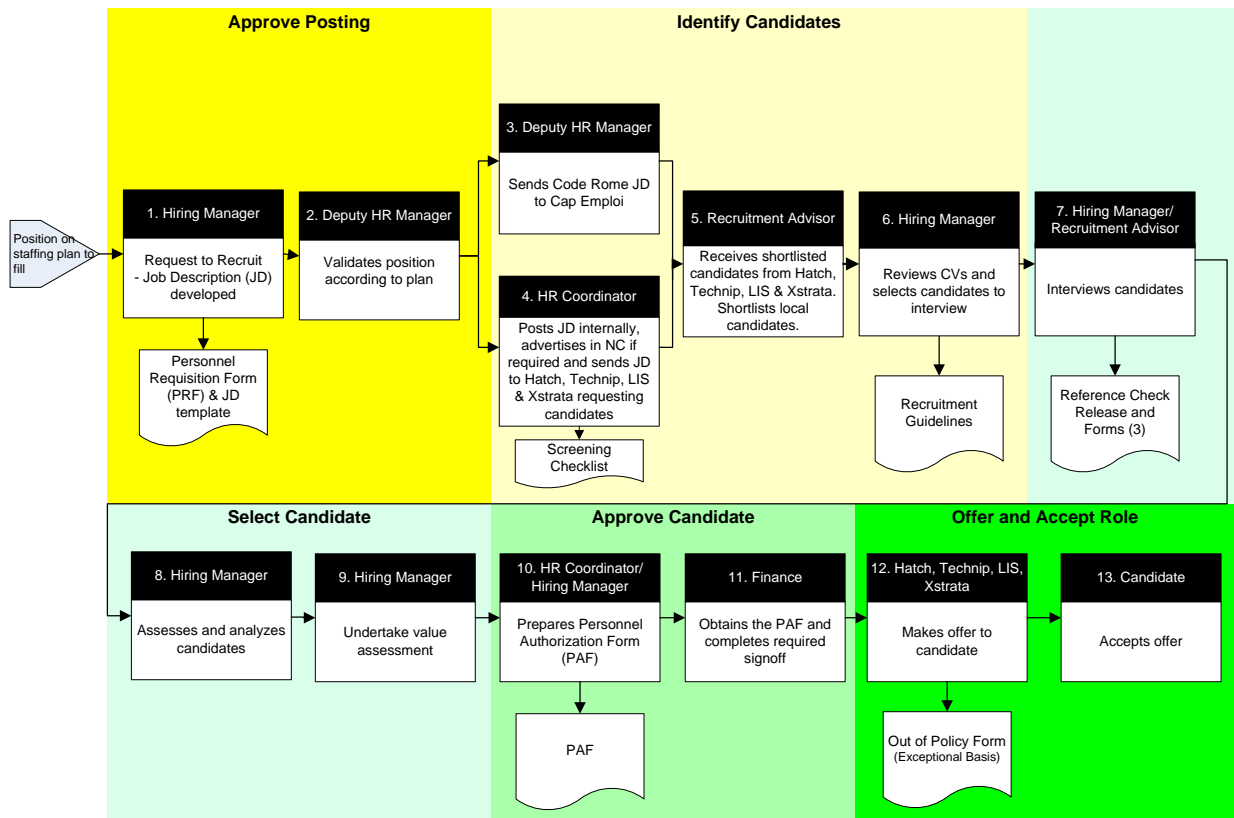
2. Scope

This document defines the process for documentation, assessment, approval and implementation of changes to the approved Recruitment Process.

3. Process Owner

The HR Lead is responsible for the development of all procedures, allocation of resources, monitoring the implementation and effectiveness of the procedures, and to initiate improvement actions as required.

4. Process and Responsibilities



#	STEPS	RESPONSIBLE	REFERENCE
	Position to fill in Staffing Plan		
1.	Completes and sends Personnel Requisition Form (PRF) (in scanned PDF format) and job description (JD) (in word format) to Recruit-NC@projetkoniambo.com .	Hiring Manager	Personnel Requisition Form (PRF) Job Description Template
2.	HR Coordinator checks PRF against Staffing Plan, records in database, files JD in JD Library and sends JD for translation if required. The PRF is forwarded to the Deputy HR Manager for validation.	Deputy HR Manager	
3.	Internal job description matched to Code Rome job description. Send Code Rome job description with job specifics and number to Cap Emploi. Cap Emploi will within 15 calendar days advise if any local candidates are available. The Deputy HR Manager will provide this information to the Recruitment Advisor responsible for overseeing the recruitment as per their delegated departments.	Deputy HR Manager	

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4.	<p>Posts JD internally (NC - H,T,KNS), via Recrut-NC@projetkoniambo.com for 15 calendar days. If required, drafts advertisement validates with Recruitment Advisor and Hiring Manager and sends final version for advertisement in NC (paper, radio, etc.).</p> <p>The Deputy HR Manager will be responsible for determining and approving the external recruiting budget for any advertising and/or head hunters.</p> <p>H, T, LIS & Xstrata are also sent a copy of the JD and asked to shortlist and provide completed checklist for international candidates (max. 3 CVs) via the Recrut-NC@projetkoniambo.com address within 5 days of notification.</p> <p>Candidates must be briefed by their parent companies on terms and conditions prior to being submitted on the shortlist. References for ACE candidates from agencies should be included when submitting the checklist.</p> <p>The HR Coordinator records candidates in the database and provides them to the Recruitment Advisor for screening.</p> <p>Step #3 and Step #4 are done concurrently.</p>	HR Coordinator	Screening Checklist
5.	Recruitment Advisor receives shortlisted international candidates, shortlists local candidates and sends CVs to Hiring Manager.	Recruitment Advisor	
6.	<p>Hiring Manager reviews shortlist of CVs, total cost of each candidate and selects those for interviews.</p> <p>Recruitment Advisor to review interviewing strategy and recruiting guidelines with Hiring Manager (interview questions, people to be involved in interviews, do's, don'ts, etc.).</p> <p>HR Coordinator will continue to track candidates who are advancing through the system in the database.</p>	Hiring Manager	Recruiting Guidelines
7.	HR Coordinator will coordinate interviews and logistics (ensuring thorough directions are provided). When contacting local candidates, will ensure that they are agreeable to terms and conditions – Hiring Manager to be advised if any candidates withdraw. Reference checks will be conducted for local and international hires, excluding ACE candidates from agencies.	HR Coordinator	Reference Check Release; Reference Check Forms (3)
8.	Candidates' results are assessed and analysed. Local qualified candidates will be given preference over international hires.	Hiring Manager	
9.	Hiring Manager undertakes value assessment and provides feedback to the Recruitment Advisor. Final selection of candidate determined.	Hiring Manager	
10.	HR Coordinator and Hiring Manager complete Personnel Authorization Form (PAF). HR Coordinator provides Finance PAF Coordinator with PAF.	Hiring Manager	PAF
11.	Finance PAF Coordinator oversees remaining approvals of PAF, and provides a copy of finalized PAF to HR Coordinator. HR Coordinator sends finalized PAF to parent company representative and Mobility representative.	Finance PAF Coordinator	

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12.	H/T/LIS/Xstrata completes their internal approvals, as required, finalizes negotiations and makes offer to candidate. Any deviations to assignment conditions go through “Out of Policy” process which is submitted to Mobility to process for further approvals.	Parent Company (H/T/LIS/Xstrata)	Out of Policy Form
13.	Parent company advises HR Coordinator of acceptance of offer, who advises the Recruitment Advisor. Recruitment Advisor to follow-up with unsuccessful candidates to advise them of their status. Recruitment Advisor should notify Hiring Manager of acceptance and determine start date which is to be fed back to the parent company. The Deputy HR Manager is to inform Cap Emploi that the vacancy has been filled. Managers should continue to engage with the candidate until their start date.	Recruitment Advisor	

Appendix A

Sample Forms

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