

SOP for the Talent Acquisition Team @ Innoventes

Audience: TA team @ Innoventes

Version Control

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SOP for Recruitment of Candidates @ Innoventes

This SOP discusses the recruitment process flow @ Innoventes, right from how a recruitment request comes in until the onboarding of a candidate.

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Additionally, the SOP also explains the **continuous sourcing** process deployed throughout the year, use of checklists to maintain consistency across the team.

1. Continuous Sourcing

1.1.1 Employee Referrals and Internal Database

- Maintain a database of Innoventes alumni, previously shortlisted candidates, and those who declined offers.
- Actively encourage employee referrals through an incentivized program.
- Offer internships, final year projects for top ranking students from Tier2, 3 colleges and universities and absorb them into the workforce after assessing them through their on-the-job performance.

1.1.2 Headhunting and External Sourcing

- Source candidates from **LinkedIn, Indeed, Shine, Monster, Instahyre, TimesJobs, Freshersworld**, and industry-specific platforms such as **HackerRank, Mercer, and iMocha**.
- Rank sourcing channels based on candidate quality and job fit.
- Engage with HR professional networks and collaborate with **recruitment agencies and smaller IT firms** for subcontracting.
- Utilize **AI-driven resume sourcing tools** like **Instahyre and Turing** to enhance candidate discovery.

1.1.3 Continuous Empanelment of Agencies and Technical Evaluators

- Continuously select agencies and technical evaluators.
- Keep an updated list of evaluators who assess candidates for a fee

2. Continuous Networking

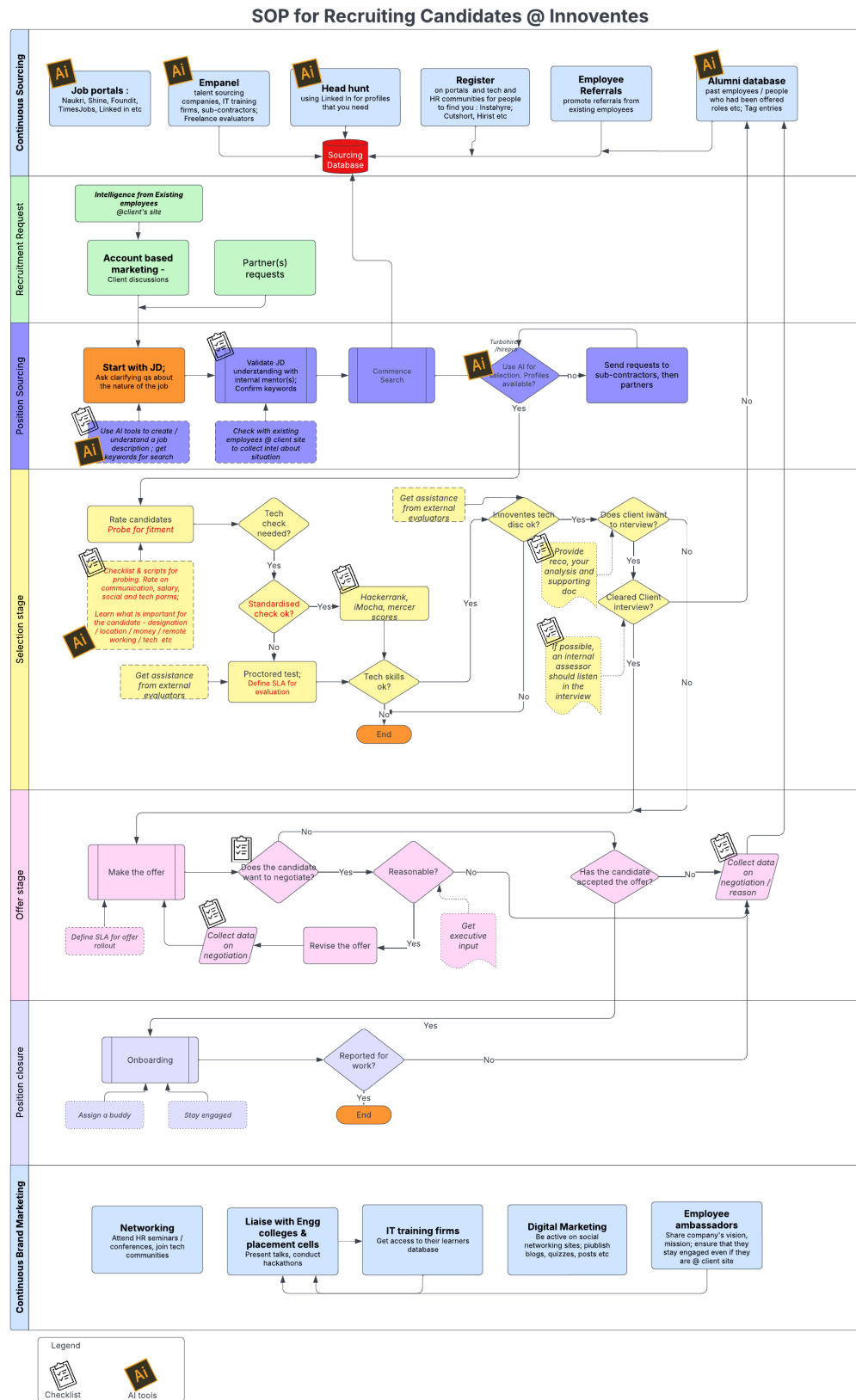
- Attend industry events and HR forums.

- Work with recruitment teams, technical communities, college placement cells, IT training centers
- Build relationships with **organizations undergoing layoffs** to acquire displaced talent.

3. Company Marketing and Job Advertising

- Establish a **strong employer brand** on LinkedIn, Facebook, Instagram, Twitter, and Reddit (hiring communities).
- Enhance the company profile by sharing employee testimonials to foster credibility.
- Post **technical blogs** and product engineering insights.
- Optimize **Google for Jobs** postings for better search visibility.

4. Overview of SOP for recruitment of candidates



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