MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	**Recruitment Process**	Ref. No.
DEPARTMENT :	Human Resources Department	HRD-16-03-1501
IN CHARGE:	HR Recruitment Associate	

OBJECTIVE:

1. To provide recruitment support to the business unit.
2. To ensure that the recruitment processes are strictly observed.

POLICY:

1. 30 Days Deployment Period
   1.1 All vacant position should be deployed with quality hires within 30 days period.
   1.2 In the event of urgent headcount requirement, minimum of 15 days may be required.

2. Recruitment Calendar of Activities
   2.1 Recruitment Calendar of activities should be submitted every 25th of the month for budget request and approval.
   2.2 All approved recruitment budget should be liquidated immediately after deployment of recruitment activities.

3. Complete Documentation of New Hires
   3.1 All new hires should have complete requirements.
   3.2 On Boarding Kits must be prepared and transmitted prior deployment date

4. Deployment
   4.1 Incomplete requirements, no deployment policy applies. (see deployment policy on branch operations S4S)
   4.2 All new hires must be duly oriented prior their deployment schedule, Recruitment Associate is responsible in coordinating to the Area Managers/Regional Managers their deployment Schedule

PROCEDURES:

1. **HR Recruitment Associate**

1.1 Headcount Requests

1.1.1 Coordinate approved Headcount Requests to Regional Managers

1.1.2 Review approved Headcount Request based from existing Headcount Complement

1.1.3 Secure approval from HR Manager to start sourcing and deployment of the needed headcount.

1.2 Sourcing of Applicants

1.2.1 Daily sourcing of applicants is required specially on critical positions as defined by the requirement

1.2.2 Ensure that all sourced applicants shall undergo online application and examination through: http://www.surveygizmo.com/s3/2257102/ONLINE-APPLICATION

1.2.3 Ensure that all referrals from survey gizmo applications are recorded and followed up for applicant pooling.

1.2.4 Coordinate with Area Managers and Branch Managers on branch Walk in Applicants to assist in processing and encode in applicant's database.

1.2.5 Assist Area Managers and Branch Managers in conducting Job Fairs, and school tie ups.

1.3 Recruitment Examination

1.3.1 Ensure daily checking of online exam results through survey gizmo.

1.3.1.1 Log in to: https://app.surveygizmo.com/login/v1

1.3.1.2 Select Recruitment Exam and proceed to results tab.

1.3.1.3 Export results through XLS file.

1.3.1.4 Sort examinees and coordinate qualified applicants to area manager for interview.

1.4 Initial Interview

1.4.1 Coordinate schedule of interview to all qualified applicant

1.4.2 Conduct initial interview to applicant to assess competency and qualification for the position.

1.4.3 Interview Result:

1.4.3.1 If Passed: endorse to the Area, Regional, or Department Manager for Final Interview

1.4.3.2 If Failed: Inform applicant that he/she does did not meet the qualifications needed for the position.

1.5 Final Interview

1.5.1 Schedule Interview to Area/Regional/Department Manager.

1.5.2 Coordinate result of interview to the assigned manager and proceed with the background investigation.

1.6 Background Investigation

1.6.1 Request residence confirmation to the nearest branch for candidates who passed the final interview (see background Investigation Policy)

1.6.2 Conduct phone verification to candidate's previous work duly noted in the application form/resume.

1.6.2.1 Ask pertinent information such as:

1.6.2.1.1 Length of service to the company

1.6.2.1.2 Recent Position prior leaving the company

1.6.2.1.3 Basic duties

1.6.2.1.4 Reason for leaving

1.6.2.1.5 Is the candidate cleared from his/her accountability.

1.7 Pre-Employment Requirements

1.7.1 Coordinate pre-employment requirements to the candidate (see pre-employment requirement policy)

1.7.2 Validate authenticity of requirements submitted.

1.7.3 Ensure that all requirements are complete prior processing for deployment.

1.8 Employee Information

1.8.1 Ensure accurate encoding of employee information to HRIS.

1.8.1.1 Verify employee date based on the submitted documents.

1.9 On Boarding

1.9.1 Coordinate schedule orientation and deployment of new hires to assigned Area Managers/Regional Managers and Training Department (For HO Personnel)

1.9.2 Prepare on boarding kit and ensure receipt of relevant documents prior deployment of employee.

1.9.2.1 Endorsement (For Trainee)

1.9.2.2 Contract (Contractual, Probationary Employees)

1.9.2.3 Employee ID

1.9.2.4 On Boarding Checklist

1.9.2.5 Employee Acknowledgement and Undertaking