THE HIRING PROCESS

This can be a simple process when the legal details are taken into account, or a very complex and worrisome one when these are ignored. Before hiring an employee, it is very important to know all the legal obligations associated with this process. It is recommended that one consider all the actions to be taken in each of the following areas:

* Hiring forms and special clauses of the contract (confidentiality, transfers, patents and others), duration of the contracts, and rights and obligations of both the employer and the employee.
* Union relations.
* Legally required benefits.
* Once the decision is made to hire an individual, providing an adequate orientation program is essential for integrating the new employee into both the job and company. This should include an introduction to the rest of the employees, the location of facilities, the details of his specific work, and the operations and policies of the company, so he can clearly understand what is expected of him.
* Induction is a factor of great importance for the company, therefore, it is necessary to determine:
* The people who will conduct it.
* The support material that will be used in the process.
* When it will be carried out.

You should consider creating an induction manual containing, among other things, the following items:

|  |  |
| --- | --- |
| Company presentation | Permits |
| Company’s philosophy | Profit sharing |
| Work schedule | Payment policies |
| Work incentive program | Appearance and personal habits |
| Holidays | Vacation |
| Insurance | Compensations |

Objectives:

To have all workers fair and equitably compensated by means of rational remuneration systems of the work and according to the effort, efficiency, responsibility and conditions of work to each position.

ALLOCATION OF FUNCTIONS - to officially assign each worker a position that is clearly and precisely defined in his responsibilities, obligations, operations and work conditions.

DETERMINATION OF WAGES - to assign monetary values to the positions, in such form that this are fair and equitable in relation to other positions of the organization and to similar positions in the work market.

MERIT RATING - to evaluate using the most objective means, the performance of each worker before the obligations and responsibilities of his position.

INCENTIVES and PRIZES - to provide monetary incentives to the basic pay to motivate the initiative and the best achievement of the objectives.

**Bonus:**

The Bonus will be obtained from the performance appraisal that is made once a year evaluating each member of the team separately. It is the performance appraisal that I created in page 26. According to the efficiency percentage of bonus will be given:

P. A. results: Bonus Percentage:

100 1 Salary

75 3|4 Salary

50 1|2 Salary

25 1|4 Salary

Less than 25 Nothing