1. Introduction

In a digital age, your business possibilities have no limits and neither should your IT. Your customers, employees and partners are dispersed over more geographic locations, processing more data, using a multitude of devices and expecting more than ever. To succeed, you need to build your digital infrastructure where it can scale to match your opportunities.

Equinix is connecting our global platform for digital business physically and virtually around the world, enabling you to reach everywhere, interconnect everyone and integrate everything. Build here, and you can go anywhere.

1. About company (Culture, turn over, existence)

**Culture: -**

Corporate culture in Equinix is as famous as shoes that it sells online.  
  
Corporate culture has lots of things to do with manpower recruitment solutions here. Rather, it has weight in the decision whether the candidate is recruited. More specifically, interviews are half based on cultural fit. New hires that decide the work isn’t for them following the first week of training are offered 2,000 USD.

9 core values instilled in team members here are:

- Be adventurous, creative and open minded

- Create fun and a little weirdness

- Pursue growth and learning  
- Build open and honest relationships with communication  
- Build a positive team and family spirit  
  
- Do more with less  
  
- Be passionate and determined  
  
- Be humble  
  
- To get pay rises, employees overcome the skills tests and show off improved capability. Portions of the budget are expressly for worker team building and culture promoting.  
  
The fantastic shopping experiences is directly associated with the company culture and making employees happy. At Equinix, workers can embrace their lifestyle, hobbies and personality; rather, they are encouraged to just be themselves.  
  
With great perks and a working place that is fun and devoted to making the customers happy, Equinix deserves being a model for an enterprise to develop and run a business.  
  
Generally, Equinix considers cultural fit as first and foremost criteria when hiring. It has developed what the corporate culture is and being a good fit to that culture is deemed most significant thing that recruitment managers seek for. This way promotes its culture and happy workers, which eventually results in happy customers

**Turn Over: -**

Employee turnover has been defined as a permanent movement of the employee beyond the boundary of the organization. Turnover rate is to divide the number of employees who have left the organization within a year, by total number of employees who work for that company in the same year.

Turnover = Number of employee who left from the organization/ Total number of employees X 100

Below is the same calculation for checking the employee turn over

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Emp | hire | fire | total | turnover |  |
| 1st-Jan | 500 | 5 | 7 | 498 | 1.40 | End of Jan turnover  (7/498X100 = 1.40) |
| 1st-Feb | 498 | 6 | 3 | 501 | 0.60 | End of Feb turnover  (3/501X100 = 0.60) |
| Mar | 501 | 11 | 33 | 479 | 6.59 |  |
| Apr | 479 | 15 | 23 | 471 | 4.80 |  |
| May | 471 | 3 | 2 | 472 | 0.42 |  |
| Jun | 472 | 3 | 2 | 473 | 0.42 |  |
| Jul | 473 | 5 | 2 | 476 | 0.42 |  |
| Aug | 476 | 6 | 3 | 479 | 0.63 |  |
| Sep | 479 | 5 | 2 | 482 | 0.42 |  |
| Oct | 482 | 0 | 12 | 470 | 2.49 |  |
| Nov | 470 | 22 | 2 | 490 | 0.43 |  |
| Dec | 490 | 22 | 0 | 512 | 0.00 |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Average | 1.55 |  |
|  |  |  |  | Sum | 18.63 |  |

Our company turnover is just 8% per year, which is one of the best number in current market. As part of recruitment process we will always choose right persons to right job, also our company culture and opportunities to employees to grow themselves always make them to stay.

1. HR departments in your organisation and describe about each vertical does

Below are the HR departments in our organization

* **Recruiting**

Equinix have specialized recruitment team, which is a function of staffing. Staffing is making sure the company has the right number of employees with the right knowledge and skills in the right place in the organization. The recruitment department will seek to fill the vacancies within the organization. It will advertise vacancies, screen applicants, perform initial interviews, undertake necessary background checks, extend offers of employment and assist in the onboarding of new employees.

* **Training and Development**

We have a separate training and development unit in her HR department. These HR specialists will focus on running new employee orientation. It will develop and implement a program of continuous training and education for employees to keep their skills sharp and up to date. The unit will also coordinate with the compensation and benefits administration unit regarding any reimbursements offered to eligible employees for outside education and training.

* **Compensation and Benefits Administration**

We have HR unit that specializes in compensation and benefits administration. This unit will be responsible for researching and recommending a comprehensive compensation and benefit system. It will also handle payroll, payroll tax administration and benefit administration. It will be responsible for benefit education and managing the company's open enrolment period of benefit elections, such as health plans and participation in the company's 401(k) plan. Equinix employees who are working in Singapore automatically enrolled in the plan which is managed by Fidelity. Equinix will match 50 cents on every dollar of your pre-tax contributions up to 6% of your eligible earnings.

* **Health and Safety**

The health and safety of employees are within the purview of human resource management. A health and safety unit's responsibilities may include researching and developing health and safety policies for the company that follow state and federal laws and regulation. The unit may also assist in the training of employees in appropriate health and safety procedures and make recommendations regarding health and safety equipment and clothing, such as hardhats and respirators. Of course, some companies have greater health and safety concerns than others depending on the nature of their business. A chemical plant has different health and safety concerns than an accounting firm.

* **Employee and Labour Relations**

This is an employee relations unit. This is the unit employees will go to with problems or concerns. The unit will hear and address employee grievances and take any appropriate ation. For example, if an employee believes she has suffered an adverse employment action from her manager or is being subjected to a hostile workplace environment that violates employment laws, the employee can lodge her grievance with this unit.

1. Can you please talk about the process of the recruitment and the problems faced by you during recruitments (how do they decide packages)? Do they have vendors

Our Recruitment process has segregated into diff stages. We have special recruitment team to find the right person to the right job. Once the management decide to hire the new employees, they will arrange a meeting and let the recruitment team knows what are the expectations. Recruitment team will have internal meetings with management, project managers and team to understand more job details.

All recruitment shall be initiated processed only through H.R. This is a critical process as the quality of manpower determines the competency of the entire organization.

The recruitment process starts with the receipt of a requirement from the concerned department, the existing of any vacancies arise due to (resignation, termination, etc.) and new positions due to expansion, new projects, etc.

As the process of hiring new position, the search brief / profile to be made as per the following data.

* Job, Cadre / level of the post.
* Qualification, Experience, Age, Essential Qualifications, preferential Qualifications and Skills required.
* Role and Responsibilities of the position.
* Role in the organizational hierarchy (Organizational Chart).

The existing manpower is scanned for deployment. In case of any suitability deploy the existing manpower.

And in case of non-available in Data bank, job search is given in leading job portals like linked In, Monster and Job street etc.

Shortlist the applicants and schedule the interview.

* Issue the interview call letter / Mail and intimate the candidate.
* In case the of a non-local candidate, a telephonic interview need to be arranged.
* Welcome the candidate and give the Employee Application Form
* Interviews are conducted as per the schedule and the rating are finalized

After the interview process, we will sit with project team to understand about the candidate to fit to the required position. Once the candidate succeeds the interview process, there will be final round with HR team to know about the person and discuss about the compensation.

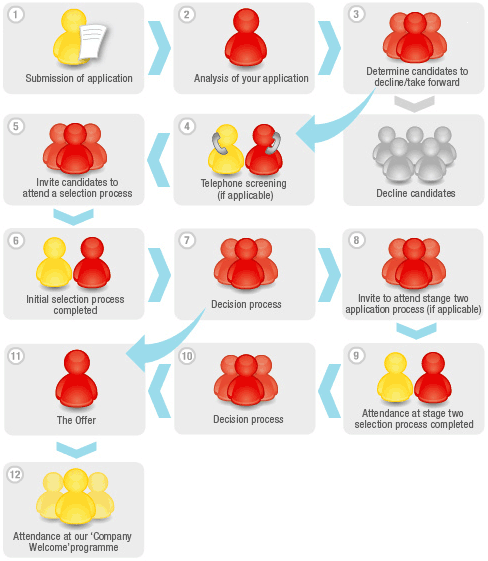
If the candidates are short listed for the posts, offer letter will be issued by indicating terms of joining.

Upon the communication of acceptance of offer, an appointment Letter will be issued.

Package to the candidate will be decide based on company’s norms. There are other several factors which will be consider such as budget etc.

Apart from the job portals we will be contacting vendor to find the more suitable profiles if we require more candidates.

Please find below for the typical process for recruitment.



1. Describe few employee engagement activities?

Employee engagement becomes one of the key element in this competitive era

We used to conduct many activities like Fun at work, sports etc.., few are mentioned below

The Cute Child – Put the childhood picture of an employee, and let the employees guess who it is. After about a week, put the current photo of the employee; with a small prize for the winner.

Management Feedback Day – An evening is scheduled in which the employees can ask the management about the issues that they face, know about the company’s strategy; basically, ask the management anything that they want to know about the company or convey their grievances. By the way, my article on Management Feedback Day was recently published in HRD Newsletter, so you can revert if more information is needed regarding the Management Feedback Day.

1. How do you evaluate your employee performances? Do you follow bell curves?

Employee performance evaluation is most important part of any organization. We are also having our own strategies in evaluating the employee in effective manner. When we are evaluating an employee for a periodic review, a raise, or a promotion, we have had a checklist of measurable performance criteria that can be applied consistently to all members of your department. This also help us objectively evaluate how employees have performed their job duties and how they stack up against other employees in the same position.

We are using an absolute standards method for the performance appraisal. Our evaluation is always done on an individual basis rather than comparing co-workers.

During the evaluation of employee performance, we will consider the below aspects.

PERFORMANCE CRITERIA

AMBITION and INITIATIVE - Does employee demonstrate ambition in the position and take initiative to improve the process, product, or overall work environment?

ATTENDANCE - Has the employee's attendance (even within company guidelines) had a negative impact on the department productivity or morale? Has the employee's attendance been exemplary?

ATTITUDE / COOPERATION - What is the employee's attitude towards you, towards peers, towards the work in general? Is he or she a pleasure or a chore to work with? Is the employee reasonably flexible when asked to perform a job function outside his or her normal duties, or to work outside his or her normal hours for a special project?

COMMUNICATION SKILLS - Does the employee can adequately communicate with peers, managers, and customers? Have there been any issues created, or solved, due to the employee's communication skills?

DEPARTMENT AND COMPANY ORIENTED - Does the employee have a broader view and deeper understanding than simply his or her own duties? Does he or she speak of the department or company with pride?

FOCUS - Is the employee able to maintain focus on the task at hand? Does he or she have difficulty prioritizing job duties above personal business or socializing with other employees?

IMPROVEMENT FROM PREVIOUS EVALUATION - Has the employee demonstrated marked improvement from the previous performance evaluation?

INTEGRITY - Does the employee demonstrate ethical behavior in the workplace? Does he or she respect the privacy of other employees and of customers?

KNOWS WHEN TO ASK - Is the employee able to differentiate between independence and arrogance in the performance of job duties? Does he or she know when to ask a question rather than simply making a guess and moving on?

LEVEL OF TECHNICAL KNOWLEDGE - Does the employee have and demonstrate an acceptable level of technical knowledge to perform his or her job duties?

PRODUCTIVITY / DEADLINES - Is the employee able to consistently meet productivity requirements and project deadlines?

QUALITY OF WORK - Has there been positive or negative feedback from customers regarding the quality of the employee's work? What have you observed regarding the employee's work quality?

RELIABILITY- Is the employee reliable? Does he or she consistently demonstrate competence and dependability?

STRESS MANAGEMENT - How does the employee deal with changes in the work environment? Is he or she able to sift through the "noise" and focus on breaking down the task at hand in order to complete it on time? How does the employee interact with other members of the department when tensions are high?

TEAMWORK / PITCHING IN - If the department is short-handed, does the employee willingly pitch in to finish tasks assigned to others in the department as appropriate? Does the employee volunteer to assist?

1. What does talent mean to you and how do you manage talent in the organisation and who are the people involved

Talent for me is the ability or eventual potential of an individual in a certain endeavour. (Will include some more points by tomorrow)

1. Please talk about compensation and bonus procedure followed

We generally call it as CTC (Cost to Company). CTC which includes cost which company incur on employee in form of statutory contributions, reimbursement, benefits and sometime administrative costs other than Gross salary of employee.

CTC includes various components like:

**Fixed Salary**: It includes Basic, DA, HRA, Conveyance, Special Allowances etc.

**Our organization includes below components in fixed salary**

As the name implies it is fixed salary of employee and generally linked with attendance or number of payable days of employee. This is major portion of employee in hand salary.

Basic:

Generally, it is 40% to 50% of CTC (Cost to Company). Basic salary is fully taxable. Many statutory components such as Provident Fund, Bonus and Gratuity etc and other benefits as per company policy such as Leave Travel Allowance etc. are related with Basic salary hence increase and decrease in Basic may impact CTC of employee. Our organization basic salary differs based on persons experience.

HRA- House Rent Allowance:

HRA is paid to employee to meet expenses against paying rent of a home It is since HRA is nontaxable salary components and its taxability depends upon where you live. HRA is exempted from taxable income.

Special Allowance:

This allowance component is mainly used to adjust rest of the amount which is to be given to an employee.

**Variable Salary:** It includes Performance based incentive

variable salary is not fixed and depends upon performance of an employee. This is part of the employee CTC.

Performance Based Incentive:

Performance based incentive normally we called as variable pay. Our company have our own policy to give performance based incentive or variable pay. Employee will receive this amount at the end of every year. By default every employee will get 70 percentage of their proposed bonus amount. The pay can be vary based on their performance.

Below is variable pay % given to our employees based on their rating.

|  |  |
| --- | --- |
| Rating | Variable pay % |
| 5 | 150% |
| 4 | 120% |
| 3 | 100% |
| 1 or 2 | 70% |

**Reimbursements**: Employee having benefit of paying It includes reimbursement of medical, telephone, Books and Periodicals, Leave Travel Allowance, certifications.