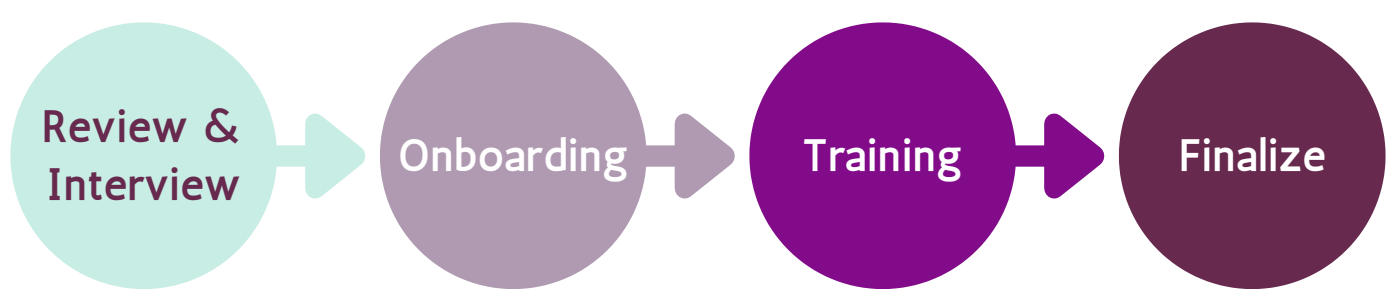




# Hiring Process



Stage

## 01 Review & Interview

1. Access applications via the company's online repository.
2. Choose applicants who meet the necessary job criteria.
3. Contact potential candidates and schedule an interview.
4. After all candidates have been interviewed for the position, contact interviewees to inform them of your decision.
5. Candidates who successfully pass the interview stage can move on to the onboarding and training phases.

Stage

## 02 Onboarding

1. Send new hires an email with onboarding materials to review company regulations, workflow, and other employee requirements.
2. Give the new employee's signed non-disclosure agreement to the HR manager.
3. Schedule a training session for the employee with a trainer and confirm the time with the new employee.

Stage

## 03 Training

1. A one-hour training session is conducted with the new hire where knowledge of the company's regulations and workflow will be tested and fulfilment of other requirements is checked.
2. Those who pass the training stage become effective.

Stage

## 04 Finalize

1. The HR manager sends an official contract to the employee.
2. The contract is signed and dated and handed in before the first day the employee is scheduled to start working.

Congratulations, you now have a new recruit!