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	Date of Issuance March 17, 2014	Date of Effectivity April 1, 2014

RECRUITMENT PROCESS AND PROCEDURE

APPROVALS

All approvals are maintained and controlled in the Quality Document/Record Catalog system. Please refer to the Quality Document/Record Catalog system for the current controlled revision and approval records.

REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
Jhanine R. Quio	Initial Release	0	March 17, 2014

Draft and Archived/Obsolete revisions are not to be used.
Access Quality Document/Record Catalog system to verify revision.

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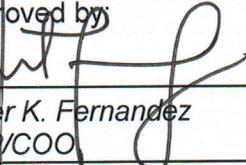
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1. PURPOSE

This procedure describes the basic flow of the recruitment process.

2. SCOPE

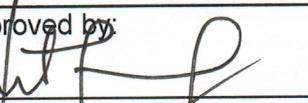
This applies to the recruitment process for filling up vacant positions in STI Head Office.

3. RECORDS

- Active Pool Folder (*HR Pedestal*)
- Applicants Monitoring Sheet (S:\Recruitment\Monitoring)
- For Schedule Folder (S:\Recruitment\Resume)
- Letter of Offer Folder (S:\Recruitment\Contracts)
- New Employee Monitoring Sheet (S:\Recruitment\Monitoring)
- Position Monitoring Sheet (S:\Recruitment\Monitoring)
- Probationary Agreement Folder (S:\Recruitment\Contracts)

4. ASSOCIATED DOCUMENTS

- Recruitment Policy (S:\Policies)
- HR Requisition Work Instruction (S:\Recruitment\Recruitment Process)
- Internal Sourcing Work Instruction (S:\Recruitment\Recruitment Process)
- External Sourcing Work Instruction (S:\Recruitment\Recruitment Process)
- Screening Work Instruction (S:\Recruitment\Recruitment Process)

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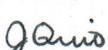
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- Selection Work Instruction (S:\Recruitment\Recruitment Process)
- Hiring Work Instruction (S:\Recruitment\Recruitment Process)
- Human Resource (HR) Requisition Template (S:\Recruitment\Forms)
- Employee Transfer Application Form (S:\Recruitment\Forms)
- Information Sheet Template (S:\Recruitment\Forms)
- Technical Exam and Answer Sheet (S:\Recruitment\Forms)
- Position-specific Exams (S:\Recruitment\Forms)
- Interview Sheet (S:\Recruitment\Forms)
- Interviewing Applicants Guidelines
- Pre-employment Background Investigation Sheet (S:\Recruitment\Forms)
- Hiring Memo (S:\Recruitment\Forms)
- Letter of Offer (S:\Recruitment\Forms)
- Probationary Agreement (S:\Recruitment\Forms)
- New Employee Orientation Presentation (S:\Recruitment\New Employee Orientation)
- New Employee Orientation Sheet (S:\Recruitment\Forms)

5. DEFINITIONS

- 201 Files – set of documents of all employee records which includes following:
 - Appointment and Movements
 - Discipline and Commendations
 - Performance Appraisal
 - Benefits Administration
 - Personal Information
 - Trainings/Seminars/Certifications

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- Employee Transfer Application Form – used by an internal applicant who intends to apply for the vacant position.
- Employment Exam – set of examinations administered to determine an applicant's intellectual capability and knowledge of his/her field. This may include position-specific examination in addition to examination generic to all positions.
- External Applicant – candidate not connected with the work organization who intends to apply for the vacant position.
- Hiring Memo Form – used by the requesting group to signify their intent to hire a suitable applicant for their vacant position. This contains the employment details of the selected candidate, e.g., job title, job grade, hiring date, and salary.
- Human Resource (HR) Requisition Form– used by the requesting group to initiate the request for human resource.
- HRMS (Human Resource Management System) – online system used by the HROD group in managing the information of Head Office employees.
- Internal Applicant – candidate connected with the work organization who intends to apply for the vacant position.
- Interview Sheet – used by the interviewer to note the observations and comments during the interview with an applicant.
- Letter Offer – the document that serves as the formal job offer to the candidate for hire. This contains the employment details of the candidate for hire, the job description of the position, the benefits, and the employment requirements.

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- New Employee Orientation – the introduction of a new employee to the organization. This includes orientation about the work environment, benefits and eligibility, company culture, company history, corporate values and goals, and the organizational chart.
- Pre-employment Background Investigation Sheet – used by the HROD Group to record the results of the background investigation of an applicant.
- Probationary Agreement – the document that serves as an agreement between the company and the candidate for hire of the latter's appointment as a probationary employee. This also contains the job standards for regularization.
- Requesting Group – the department or group with human resource requirement.
- Recruitment – the process of finding and hiring the most qualified candidate for a vacant position.
- Testing – A procedure wherein applicants are given series of examinations to determine his/her intellectual capability and knowledge of his/her field.
- Turnaround Time – the total time taken from submission of the duly accomplished HR Requisition Form to the final recommendation of the requesting group.

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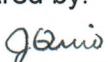
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6. RESPONSIBILITIES

- Human Resources and Organizational Development (HROD) Group - provides the company with quality human resource through compliance with a fair, open, and transparent recruitment process; ensures that the recruitment process will follow the turnaround time:
 - Staff - 30 working days upon submission of the duly accomplished Human Resource (HR) Requisition Form
 - Supervisor – 45 working days upon submission of the duly accomplished HR Requisition Form
 - Manager - 60 working days upon submission of the duly accomplished HR Requisition Form
- Requesting group – triggers the human resource request; gives feedback during the span of screening applicants; and prepares the Hiring Memo.

7. EQUIPMENT AND TOOLS

- HR Shared Drive
- MS Outlook
- STI Head Office Portal
- Internet
- Telephone
- Laptop and Projector

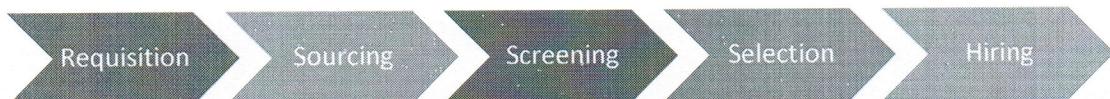
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8. PROCEDURE

8.1 Process Flow



This diagram shows the basic flow of the recruitment process.

Requisition

This involves the formal human resource request of the requesting group for a vacant position in the STI Head Office. Requisition initiates the recruitment process.

Sourcing

This involves the searching for qualified job candidates for a vacant position and creating a pool of qualified candidates through the use of different media.

Screening

This involves the assessment of the psychological, intellectual and behavioral aspect of a candidate through series of testings and interviews.

Selection

This involves the hiring decision of the requesting group and the job offer to the selected candidate.

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Hiring

This commences after the acceptance of the job offer of the selected candidate which includes contract signing, new employee orientation, passing of requirements, and on-boarding.

RECRUITMENT TIMETABLE

STEP	Staff Level	Supervisory Level	Managerial Level
Requisition	Day 0	Day 0	Day 0
Sourcing	Day 1 up to selection	Day 1 up to selection	Day 1 up to selection
Screening	Day 1 up to selection	Day 1 up to selection	Day 1 up to selection
Selection	Day 6 to Day 25	Day 11 to Day 35	Day 16 to Day 50
Hiring	Day 26 to Day 30	Day 36 to Day 40	Day 51 to Day 60

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8.2 Procedure

8.2.1 Requisition Procedure

The purpose of requisition is to establish a valid need to fill the vacant position.

- The requesting group forwards a duly accomplished HR Requisition Form to the HROD Group as soon as the need for manpower arises,
- The HROD Group routes the HR Requisition for the approval of the HROD Head and the EVP/COO.

Refer to HR Requisition Work Instruction

8.2.2 Sourcing Procedure

The goal of sourcing is to collect relevant data about candidates, such as name, contact information, education, and work experience whose qualifications matches the job requirements specified in the HR Requisition form.

- The HROD Group announces the open position, together with the position requirements, to all STI Head Office employees in case there are internal applicants.

Refer to Internal Sourcing Work Instruction

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- The HROD Group advertises the open position through different media to attract external applicants. Depending on the nature and the level of the position, the sourcing strategy may include some or all of the following.
 - a) Company's active applicant data base
 - b) Online Job Advertisement
 - c) Networking
 - d) Campus Recruitment
 - e) Agency

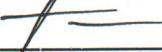
Refer to External Sourcing Work Instruction

- The HROD Group conducts paper screening of the applications as they come in.
- The HROD Group schedules the initial screening of the shortlisted applicants.

8.2.3 Screening Procedure

The purpose of screening is to verify qualifications and confirm that a candidate would be a safe and appropriate match for the job.

- The HROD Group administers a series of tests to and interviews the applicants.
- The HROD Group conducts background investigation of the qualified applicants who passed the testing and interview.

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- The HROD Group schedules the qualified candidates who passed the testing and initial interview and who have no bad record based on the result of the background investigation for final interview.
- The requesting group interviews the qualified candidates.

Refer to Screening Work Instruction

8.2.4 Selection Procedure

The purpose of selection is to identify the most suitable candidates from all the persons who applied and to eliminate unsuitable candidates in the fairest way possible.

- The requesting group selects the most suitable candidate from the pool of candidates who have undergone the final interview.
- The requesting group notifies HROD Group of the selection with the details of the offer.
- The Recruitment Coordinator then contacts the candidate to be hired to discuss the job offer.

Refer to Selection Work Instruction

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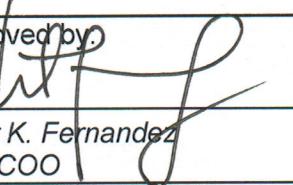
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8.2.4 Hiring Procedure

The purpose of hiring is to prepare for the on-boarding of the selected candidate.

- Once the job offer has been accepted, the HROD group informs the requesting group.
- The requesting group forwards a Hiring Memo to the HROD Group.
- The HROD Group schedules the selected candidate for the submission of requirements, Letter of Offer and Probationary Agreement signing, and New Employee Orientation.
- The HROD Group obtains the requirements of the selected candidate, has him/her sign the Letter of Offer and Probationary Agreement and conducts the New Employee Orientation.
- The HR Coordinator encodes the details of the new employee in the HRMS and assigns an employee number to the New Employee.
- The Recruitment Coordinator notifies IT, Asset Management, Logistical Services, Building Administration, and Finance of the details of the new employee.
- The Recruitment Coordinator organizes and files the 201 File of the New Employee.

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Refer to HR Filing System Work Instruction

- On the first day of the new employee, the Recruitment Coordinator sends an email introduction of the former to all STI Head Office employees. The Recruitment Coordinator tours the new employee around the office to familiarize him/her with the facilities, and to personally introduce him/her to the different departments in the organization.
- The Recruitment Coordinator endorses the new employee to his/her immediate head.

Refer to Hiring Work Instruction

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