

# 10. Hiring Process

At Toyama Controls, we pride ourselves on the quality of our team. Therefore, we're committed to hiring the most talented, dedicated individuals to join us. We've designed our hiring process to be thorough and effective, providing us with a comprehensive understanding of each candidate's skills, experiences, and cultural fit. Below is an overview of our hiring process:

**1. Job Posting:** Our hiring process begins when a new vacancy arises within the company. We create a detailed job description, outlining the role, responsibilities, required skills, qualifications, and experiences. We post this job description on various job portals, our official website, and professional networking sites like LinkedIn.

**2. Resume Screening:** After we receive applications, our HR team screens the resumes, evaluating candidates against the requirements of the role. Only the candidates who meet the initial requirements proceed to the next step.

**3. Initial Phone Screening:** The shortlisted candidates are contacted by our HR team for a preliminary phone screening. This conversation focuses on assessing the candidate's interest in the role, their understanding of the company, and their salary expectations.

**4. Assessment:** Depending on the role, candidates might be asked to complete a skills assessment, which could be a task, project, or test designed to evaluate their ability to perform job-related tasks.

**5. Interview Rounds:** Successful candidates are then invited to participate in one or more rounds of interviews. These could be with the HR manager, the hiring manager, team leads, or other relevant personnel. The interviews assess the candidate's skills, experiences, and potential cultural fit within the company.

**6. Reference Check:** Once a candidate has successfully passed the interview stages, we conduct a reference check. We contact the references provided by the candidate to verify their past employment, performance, and conduct.

**7. Offer:** After a successful reference check, an offer is made to the selected candidate. The offer details the terms of employment, including position, salary, benefits, and start date. If the candidate accepts the offer, they're welcomed to the team and their onboarding process begins.

**8. Onboarding:** New hires undergo an induction process to introduce them to our company culture, policies, and their respective teams. They're also provided with necessary training to understand their roles and responsibilities better. The new hire will be in the probation period as highlighted in section 7.

This process may vary slightly depending on the role and location. We strive to make the process as smooth as possible for our candidates, and we always welcome feedback on how we can improve. We look forward to meeting prospective members of our team through this process.