

## Recruitment Plan

<b>Company Name:</b>	Rocla (ISG)	
<b>Date:</b>	2022/11/19	
<b>Prepared by:</b>	Muhammad Bodhanian	
<b>Position to Be Filled</b>	Foreman (Roodepoort Factory)	
<b>Intention of Hiring</b>	Fill in vacancy for post after previous foreman handed in notification of resignation.	
<b>Target Group</b>	Internal appointment. Therefore selection from current factory floor employees. Equity appointment.	
<b>Method/How will we attract the applicants? Listing mediums</b>	Send internal email advertising position. Advertise on notice boards of factories and canteens. Linkedin company pages.	
<b>Selection Procedure</b>	<p>Create database of applicant with relevant info. Do a basic CV verification. From list of applicants, shortlist 3 based on job analysis (such as minimum requirements, qualification, experience etc.)</p> <p>Set-up and conduct interviews.</p> <p>Validate qualifications, experience etc.</p> <p>Evaluate and select candidate.</p> <p><small>Note: Following legislation applies; Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act Synopsis of legislation attached in separate document</small></p>	
<b>Evaluation of Applications</b>	<b>Suggested Evaluation Weights</b>	<b>Description of how evaluation will be done</b>
	a. In-person interview (20%) b. Professional references (10%) c. Job assessment (20%) d. Work experience (30%) e. Education (20%)	Rate each category from 1-5 and then weight as suggested (on left).  1- Not competent 2- Below average 3- Average 4- Above average 5- Excellent