**HR Interview SOP**

1. Interview Assessment Form:- URL (Link)/Website.
2. Candidate form Filling Points:-
3. Candidate Name\*.
4. Contact Number\*.
5. Email Address.
6. Source\* – (HR, Walkin, Reference, Social Site, Others). **{Dropdown}**
7. Qualification\*- (SSC, HSC, Undergraduate, Graduate, Masters, PG, Others). **{Dropdown}**
8. Applied Position –
9. Fresher/Experienced. **{Dropdown}**
10. Total years of experience –
11. What do you know about the company?(Not Required )
12. What do you know about the Job Profile?
13. **State Yes or No:**
14. Rotational Shifts.
15. Inbound /Outbound calling.
16. Current Employment Status
17. Current Employer Name
18. Current Designation
19. Current CTC
20. Expected CTC
21. References if any (Name and Number).
22. Once the candidate fills in the Interview Assessment form, the Application will be sent to the HR Department.
23. HR will select the mode of an interview as Telephonic/ In-Person / Zoom or G Meet.
24. Any representative from the HR department who will be available will conduct the HR round.
25. HR Name - **{Dropdown}.**
26. HR Comments. (Select/Reject/Hold) **{Dropdown}.Along with Open comments box**
27. Selected candidates by HR will be pushed for the operations round or Final Round.
28. HR will assign the department according to the position applied by the candidate.

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| Department | HOD |
| IT | Jaydev Dalai |
| HR | HR |
| Operations | Soni Uriyal/Ignati Kolge |
| Digital Marketing | Rudresh Bhopatrao |
| Sales | Ignati Kolge |
| Others | Others |

1. Head of the department will evaluate the candidate and share the feedback of the candidate as Select/Reject/Hold.with open comments
2. HR and Director will receive the notification once the Operations round done and if the candidate is selected.
3. The director will evaluate the candidate and share the feedback of the candidate as Select/Reject/Hold.with Open comments
4. In the Comments section salary and DOJ needs to be mentioned by the directors with open comments as minimum and maximum range to be closed by the HR team
5. After the final round HR will receive the notification and will confirm with the candidate about the salary and date of joining, Once confirmed by candidate the LOI will be send by HR (which would be a ready template in the HRMS tool)