## Flowchart

1 → Position Approved by HLM

2 → Needs identification and JD

3 → [LinkedIn] → Job posting ← [@ email]

4 → CVs reception

Enough CVs? —No→ Communicate to HM and evaluate solutions

No / Yes

5 → Screening

Valid CVs? — No / Yes

Share with HM until 6 CVs

6 → HM accepts presented CVs — No

Schedule itw with candidate and HM

7 → Interviews — No

Seleted candidate? — Yes

8 → Offer　　　Review offer conditions with HM and candidate — Yes

Accepts ?　　　Alignment with HLM?

Admission

## Description

### 1. Approval Process (Board)

High Level Management shall, by the beggining of the year approve the predicted recruitment plan, according to the business needs (non predictable replacements excluded). If the position is not approved under plan, it won't go further; if approved, the recruitment process starts as per planned timing.

### 2. Needs identification and Job Description

If the position is approved, P&C takes the information to the Area Manager to guarantee the need. If ok, Hiring Manager shall begin to develop Job description and send to P&C.

### 3. Job posting (People & Culture / Marketing)

After validating the need and job description, the post will be made both internal and externally. Internally, done by P&C through email and Teams; externally, done by Marketing team to Addvolt website and social media.

### 4. CVs reception (P&C)

After CVs reception, P&C evaluates if we have enough valid CVs to send to the Hiring Manager. If not, solutions need to be discussed with HM. If we do, we'll proceed to screening.

### 5. Screening

If, after screening, we don't have any valid CVs, we'll go back to CVs reception and check new ones. If we have valid CVs, we'll proceed with max 6 shared with HM.

### 6. HM CVs review

After sharing CVs, if HM doesn't accept, we'll go back to screening process; if CVs accepted, we'll proceed to schedule interviews with candidate and the internal stakeholders.

### 7. Interviews and selection

After interviews, if we do not have a selected candidate, P&C goes back to screening. If we have a selected candidate, we'll go to offer stage.

### 8. Offer (P&C and HLM)

If the candidate accepts the offer made, P&C proceeds to admission stage. If not, a review will take place with hiring manager, that will need HLM approval. If approved by HLM, P&C presents new offer to candidate; if not, P&C goes back to screening.

| Creation Date:<br>25/09/2024 | Revision Date:<br>25/09/2024 | **Macro Process:** 03 - People & Culture<br>**Process:** 03 1 - Recruitment & Selection<br>**Procedure:** P 03 1 10 - Recruitment & Selection | Creator:<br>B.Gomes | Approver:<br>M.J.Souto |
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