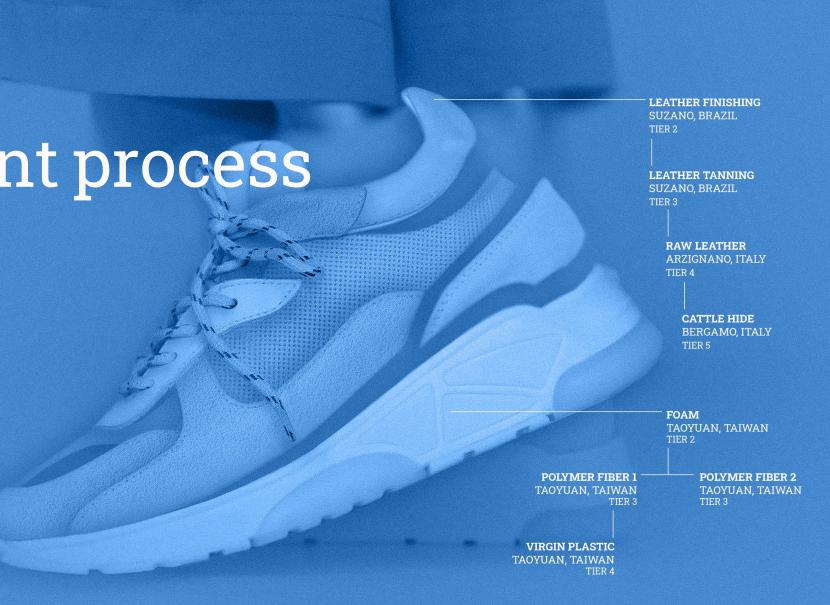


Effective from July 2023





Process

Recruitment



Recuirment starts

- · Hiring manager aligns recruitment needs with PF
- · Position approved
- Location
- Timing
- Budget



Alignment hiring manager + TA Team

- Requirements for position
- JD
- Interview process (Case study, tests, stakeholders involvement)
- · Case study should be ready when recutiment start



Job posting external and internal

- · TA post position on careeer page
- Share opening internal
- · Headhunt if needed



Shortlist candidate and initial interview

- · TA team shortlist and screen candidates
- · Initial interview with TA Team and other stakeholders
- TA team rejects or move the candidate forward to in process



Next level of interview

- TA team present candidates to hiring manager
- Hiring manager interviews and give specific feedback to TA team
- TA team rejects or move the candidate forward to in process



Final interview and potential case study

- · Present to hiring manager + other stakeholder
- · Hiring manager gives feedback TA team
- TA team rejects or move the candidate forward to in process



PF discussion

- · Conversation with PF
- · Salary negotiation
- · Culture fit



Reference check

• TA talk to 2 references if required



Offer & sign contract

- · TA team communicates with candidate
- PF team sends contract
- Hiring Manger emails candidate to welcome to TT



Close the recruitment

- Unpublish the position
- Reject all remaining candidates
- Onboarding starts



Timeline

Expected time for the process

		1 week	2 weeks	1 week	2-4 weeks	1 week	1 week	1-3 months	Total: 3-5 months
F	Recuirment starts		Post on career page/head hunting		Interviews 1-4		Offer & sign contract		
		Alignment hiring manager+ TA team		Shortlist candidates		Reference check		Notice period	

