

# Recruitment Procedure

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### Document Summary

<b>Document Reference #</b>	SGA_PR_Recruitment Procedure_v3.0
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<b>Document Type</b>	Procedure
<b>Document Status</b>	Approved
<b>Document Circulation</b>	Confidential Internal
<b>Document View Level</b>	Internal
<b>Release Date (dd-mm-yyyy)</b>	01-12-2016

## Revision History

[illegible]

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## 1. Introduction

### 1.1 Objective

To outline all the steps required in end-to-end recruitment of candidates right from sourcing to onboarding or joining (including scheduling their tests and interviews).

### 1.2 Scope

This policy covers all recruitment activities based out of Pune location.

### 1.3 Glossary of Terms

Terms	Description
Admin	Administration
BU	Business Unit
BUH	Business Unit Head
DH	Departmental Head
F2F	Face to Face
HR	Human Resource
IT	Information Technology
JD	Job Description
MPR	Manpower Requisition
PM	Project Manager
TA	Talent Acquisition
SGA	SG Analytics Pvt. Ltd.

## 2. Responsibility

HR department would be responsible for verifying the effectiveness of the process and its revision whenever required.

## 3. Resource Planning

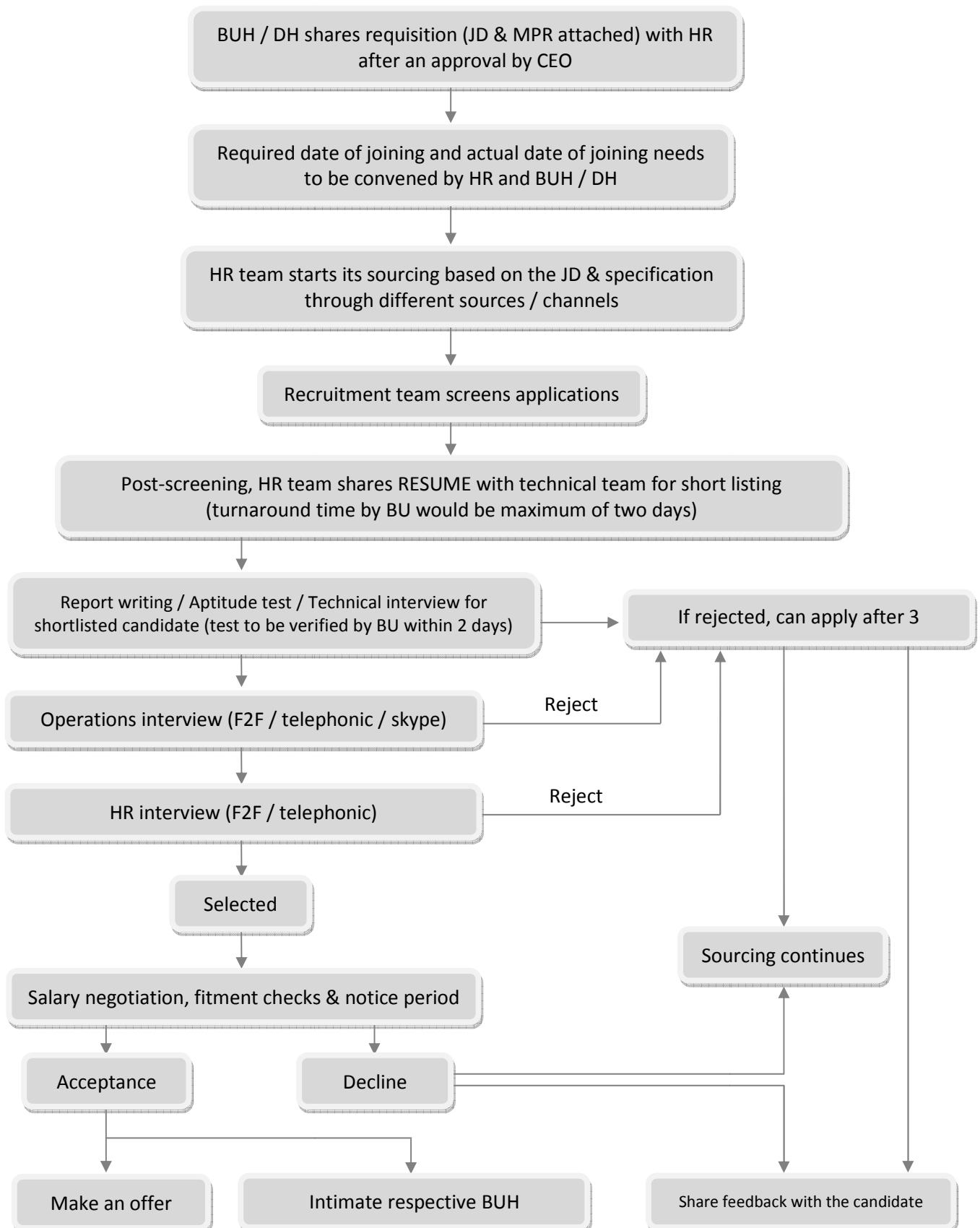
- The resource planning exercise is carried out after finalisation of the business plan. It is generally executed at the beginning of the business or fiscal year and reviewed once every quarter, to provide corrections and alignment for the propagation of business. The review happens in the first week of every quarter i.e. in the first week of January, April, July and October
- The below-mentioned system and schedule are strictly adhered to as the turnaround time varies for candidates with respect to their grades and in certain cases, the complexity of the requirement

Position	Recruitment time	Employee notice period	Turnaround Time
<b>Market Research</b>			
Primary Research Analyst (0 to 1 yr)	15-30 days	15-60 days	30-90 days
Primary Research Analyst/ Senior Primary Research	15-30 days	30-60 days	45-90 days

Analyst (1 to 3 yrs)			
Quality Analyst	30 days	30-60 days	60-90 days
Project Manager/ Assistant Manager	30 to 45 days	60-90 days	90-135 days
<b>Business Research, Investment Research &amp; Data Analytics</b>			
Associate Analyst (fresher)	15-30 days	15-30 days	30-60 days
Analyst ( 1 to 3 years exp)	30 days	30-60 days	60-90 days
Senior Analyst & Lead Analyst (3 years to 7 years exp)	30-45 days	60-90 days	90-135 days
<b>Support functions (IT, HR, Admin &amp; Finance)</b>			
Associate Analyst (fresher)	15-30 days	15-30 days	30-60 days
Analyst ( 1 to 3 years exp)	30 days	30-60 days	60-90 days
Sr. Analyst & Lead Analyst (3 years to 7 years exp)	30-45 days	60-90 days	90-135 days

- For example, if a Senior Analyst is supposed to be productive from 1<sup>st</sup> of April, the MPR form must be submitted to the HR Department by the last week of December (Annexure – 1) at the latest
- The candidates will be required to undergo onboarding and induction formalities. In certain cases, he / she might also be required to undergo training and / or a fitment review post joining

## 4. Recruitment Process



## 5. Recruitment Procedure

### 5.1 Job description

New MPR's have been introduced, which have a short JD attached. (Annexure - 2)

The JD will include:

1. Job title, level and salary band
2. Location
3. Reporting Manager
4. Overall purpose of the job
5. Key areas of work
6. Details of specific duties and responsibilities
7. Working hours / Shift timing

### 5.2 Candidate Specification

The candidate specification includes:

1. Knowledge
2. Skills
3. Qualification
4. Experience
5. Other attributes that may help a candidate in optimising his / her work efficiency

### 5.3 Sourcing of Resumes

The resumes will be sourced from:

1. Newspaper advertisements
2. Advertising on job portals (e-mails will be addressed to [hrgroup@sganalytics.com](mailto:hrgroup@sganalytics.com))
3. SGA website, Career page
4. Employee referral schemes
5. Placement consultants

### 5.4 Email and Folder management

1. Set rules in MS outlook for automatic filing of resumes in respective folders
2. All resumes are to be saved in specific designated folders assigned for specific job title
3. Update the recruitment trackers on a real-time basis

### 5.5 Organising Tests\*

1. The recruitment team screens resumes according to the JD. Following the initial conversation, the recruitment team shall forward the best suited and interested profiles to the BUH / DH concerned for further short listing



2. The shortlisted candidates are scheduled for further rounds of interview. The dates are fixed following a discussion with the candidate and his / her availability. A test schedule is created by reaching out to candidates via emails or phone calls or text messages. If a candidate hails from a different city and is unable to visit our office premises, a test can be shared with him / her via email. However, the candidate has to complete the test in the stipulated time frame. In such event, the HR department will consult the BUH / DH before sharing the test with the candidate
3. The test paper is chosen from the test paper bank. In the event of any change in the test paper or new test to be administered, it should be provided by the BUH / DH
4. Suitable supervision should be present to avoid compromises in the test procedure
5. The completed test paper is sent to the BUH / DH or the authorised PM for their review and decision

\*Tests: For different alignment and levels, separate tests are designed based on the role and key areas of work. These tests are designed by the respective BUH / DH.

### 5.6 Arranging interviews

1. The BUH / DH will intimate the respective recruitment representative about the candidate clearing the test
2. The recruiter would coordinate and ensure that the interview process is conducted smoothly
3. Post-freezing the interview time, the recruiter shall send an email to the candidate specifying the date, time, name and designation of the interviewer
4. The recruiter to send a meeting request to the interviewer concerned, along with the candidate's resume
5. The candidate shall have to undergo four rounds of interview, which is inclusive of two rounds with technical or operations and two rounds with the HR department (initial screening and final HR round)
6. The fixed slots to be provided by the BUH / DH (morning or evening) for the interview process

In case, there is a notice period buyout, the BUH / DH needs to intimate and provide approval on the form to be filled in by the candidate

### 5.7 Position Closure

An offer letter is sent to the candidate, who clears the entire recruitment and selection process, and the acceptance of the offer letter is requested within one week of the offer letter being rolled out.

### 5.8 Offer Letter Check List

The recruiter should ensure that all the below-listed documents are received & checked thoroughly before issuing the official offer letters:

1. Approved MPR form (Annexure – 1)
2. The hardcopy of the resume

3. Interview assessment sheet (Filled up with specific recommendations by the concerned interviewers)
4. Compensation proposal (existing package & the proposed plan, duly approved by the authority concerned)

### 5.9 Reference Check

The HR department initiates the reference check after the candidate resigns from his company. The documents are verified on the day of joining. The appointment letter is issued on the basis of clearance of the following reference checks:

1. Previous employer check
2. Educational Verification
3. Criminal background check
4. Whether he / she has led a team or is a team player
5. How was his / her performance in the company
6. Any disciplinary issue
7. Any warnings / reprimands

If the reference check outcome is negative, the employee is asked to explain the discrepancy or leave with immediate effect based upon the nature of the discrepancy.

### 5.10 Documentation

At all stages of the recruitment process, it is the responsibility of the HR department to ensure that the trackers are updated detailing the reasons for selection or rejection of candidates. These trackers could serve as evidence of the fair selection process. All records and resumes with the assessment sheet must be handed over to the HR department by the technical panel for documentation purposes.

### 5.11 Feedback

All candidates will receive formal written / verbal communication informing them of the status of their candidature upon request. The feedback will be provided by the technical panel at the request of any candidate at any stage of the recruitment process. This feedback should be given on the basis of the selection criteria. It should be honest, but constructive.

**6. Annexure – 1 – MPR Form**

Manpower Requisition Form				
Date of Requisition				
No of Candidates Required				
Business Unit				
Department				
Reporting to				
Type of requirement and duration of requirement in case it's not permanent	Permanent Resource	Contract Duration -	Freelancer Duration -	Internship Duration -
Reason for the Requirement				
New business Requirement				
Replacement			Replacement for:	
Bench				
Compensation Range	Minimum:		Maximum:	
Relevant experience	Minimum:		Maximum:	
Shift timings				
Date on which position to be closed				
Candidate allowed to serve notice				
If urgent, is there a notice period buyout option	YES / NO		If Yes, for how many days/months? 15 days /1 month/ 2 months/3 months	
If urgent, is there a relocation expense reimbursement?	YES / NO		If Yes, Reimbursement amount can be approved up to Rs.....	
Any Critical filters while sourcing candidates (Comments)				

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 Initiated by BU Head

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 Reviewed by HR Head

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 Approved by CEO

Job Description		
	Minimum	Maximum
Overall Experience		
Academic Qualification – Certifications		
Key Functional Job Element		

Role:

Responsibilities:

\_\_\_\_\_  
Initiated by BU Head

\_\_\_\_\_  
Reviewed by HR Head

\_\_\_\_\_  
Approved by CEO

## 6.1 Level-wise, business-wise TAT SLA Reference Table

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