

1. RECRUITMENT CYCLE

A Prepare Scorecard

B Create a vacancy/Job profile

- Fancy job title
- Job description & Responsibilities
- Job Requirements
- The team
- The company
- Employee benefits
- Contact details

C Sourcing system

- Employee Reference
- Mass mailer from search portal
- Job posting in search portal
- Head hunting / Candidate reference
- Post on career page in Bridge website
- Post on Facebook, LinkedIn, Stackoverflow
- Share the profile with employees and ask them to share/post in their network
- External Recruiters: Contact Consultancies, Suppliers, Agencies



2. RECRUITMENT CYCLE

- Initial Screening by HR - Telephonic
- Top - grading
- Bridge CV Format
- Analytical/Technical Test
- Technical Interview
- Management Interview - Competencies
(Role-based and Culture/Core values-based)
- Selection - Giving offer
- Hire



ONBOARDING

A Why?

B This is done to ensure:

- Smooth On-boarding
- Maximize success in job
- Make candidates happy and comfortable

C Welcome Note

D HR orientation:

- About the company, mission, values, people, process and policies
- Job Profile: Roles and Responsibilities
- Evaluation process

E Technical Induction:

- Job expectation
- Work Process
- Client introduction



DEVELOPMENT & RETENTION

1. DEVELOPMENT

The following Grid shows the how the organizations can use succession planning process to evaluate Employee and groom them for future Leadership roles.



FEEDBACK & EVALUATION

A Frequent evaluations:

- One-to-one meeting with HR & Process Manager to measure performance.
- Monthly client evaluation in PMT.
- Monthly mentor-mentee evaluation in PMT.

B Give open feedback

C Confirm observations and agreements in writing.



EXIT FORMALITIES

- A. Who's leaving? Inform the respective client, team and the managers.
- B. Mention the reason for leaving - Personal reasons or company decides to discontinue the services
- C. HR should accept the resignation of an employee in writing.
- D. Serve notice period: 1 month for junior/medior and 2 months for seniors.
- E. Find immediate replacement or transfer work to the next person in-charge.
- F. Knowledge transfer
- G. On the employees' last day of employment, the HR must:
 - Handover the relieving order and experience letter, after getting the 'No objection' consent from all departments.
 - Collect all company property including ID card, business card, library books, Office keys, Equipments (laptop, mobile devices,etc).
 - Deactivate company email , Skype and PMT.
 - Update HR records and remove access from all docs shared (via google, shared network)
 - Ensure the status in FB, linked in and other social media are updated and company details are removed.
- H. Thank the colleague for their contribution to the company success