



## **TITLE: RECRUITMENT AND SELECTION POLICY**

### **PURPOSE**

The main objective of a recruitment policy is to ensure that the recruitment and selection process is unbiased and transparent, ensuring that you appoint the best candidate based only on the individual's merit and compatibility with your organization's values, goals and culture.

### **SCOPE**

The Recruitment and Selection Policy applies to all employees who are involved in the hiring process. This policy also applies to all potential job candidates.

### **POLICY**

- This is the first Step of the recruitment procedure. Before starting recruitment a thorough analysis of the need of position is carried out.
- The next step after the preparation stage lays the preparation of job description for a given vacancy. The job description is meant to describe the main duties and responsibility of a role.
- The job specification must describe the necessary skill set required, aptitude, knowledge required for the job profile and also experience for the job.
- According to internal policy, all advertisement for the job vacancy in the company must be posted both internally as well as externally.
- Initially candidate send resume in a company
- The recruiter, recruitment manager and the hiring manager forms a team for short listing of the desired profile and resume.
- All candidates who have been shortlisted as per person specification and job description criterion are being called for an interview.
- Generally after the selection of final candidate a verbal offer can be made to the candidate by the HR department. Initially, in the verbal offer salary, date of joining and other related aspects are discussed with the candidate. The verbal offer can be made by hiring the manager if authorized by HR. The guidelines from employment policy are taken into consideration.
- The last stage of recruitment process is the induction programme. After the initial written offer is made to the new candidate and is accepted by the candidate after signing the offer letter copy, the joining date for the candidate is confirmed. After confirmation of joining date, HR prepares the induction programme for the new candidate.

Various policies including Supplier Code of Conduct, Employee code of conduct is available in our website for review. External interested parties can contact us directly if found any breach against our policies and also, they can provide their feedback for further improvement at [info@spotoncoating.com](mailto:info@spotoncoating.com)

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