

## Recruitment Policy

**Purpose:** To create a workforce with leadership competencies and build a competitive advantage

**Objective:**

- To streamline the Recruitment process,
- To ensure that the RIGHT candidate for the RIGHT role at RIGHT time is hired
- To attract the best talent in the market who will partner in creating a Great Place to Work

**Scope:**

Covers all the vacant and new positions across the functions, levels and hierarchy.

**Process**

To enable HR to initiate the hiring process, the respective HOD / Functional Heads need to follow steps mentioned below:

- 1. SRF (Staff Requisition Form).** Staff requisition form needs to be duly filled and shared with HR Team after the approval from the Business Head.

In case of new hire SRF has to be supported with Manpower Planning & Budget. HR will ensure the budget does not exceed.

All New recruits Budgeted or Extended budget needs to be approved by ‘CEO’.

- 2. Job Description & Specifications:** Reporting Manager/ Department Head will share the JD with to the zonal HR while sending the requisition for replacement or new hire. HR can assist in preparing the JD.
- 3. Sourcing:** HR will source the CVs and share it with the line managers. The Shortlisted candidate will appear for the Functional Test. If the candidate scores more than 6/ 10. He/she will first be interviewed by the HR representative. If HR is convinced with skill & cultural fitment of the candidate he/she will be put forward to the Line Manager for interview.
- 4. Interview:** First half of the interview the candidate will be assessed on his/ her Functional Know-how by the Line Managers and thereafter his/ her cultural fitment will be assessed through Competency based interview.
- 5. Final Interview:** For the final round of interview minimum 2 Short Listed candidates should be put up to HOD or CEO.

<b>Interview Matrix</b>	
<b>Candidate's level</b>	<b>Interviewer</b>
Executive – Senior Manager	RO, HOD & Zonal HR
Deputy General Managers & above	HOD & HR Head
HODs	CEO & HR Head

## **6. Reference Check:**

Following process of reference check is done for the Shortlisted candidate after informing him/her about the organisation's intent to hire.

- **HR Reference Check** - HR does min 2 reference check for candidate hired at all levels.
- **Cross Reference-** HR does cross-reference check internally within Jagran Group and ensure candidate has not been blacklisted from any of the companies.

## **7. Thomas Profiling:**

All the General Manager and above will have to go through the Thomas profiling assessment. The report will be generated by HR and will be shared with the line managers. This will help them in understanding the personality & motivators of the new hires.

## **8. Internal Salary & Designation Parity:**

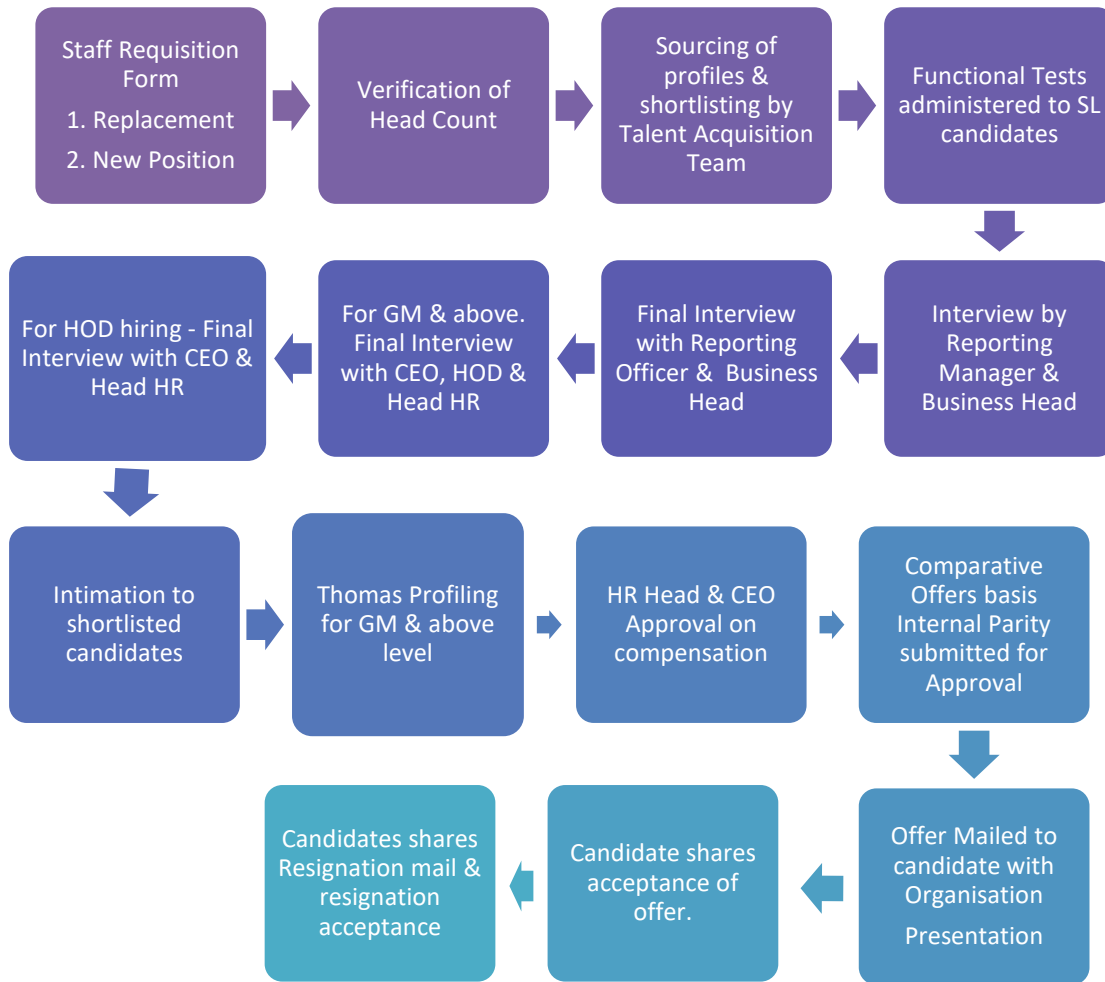
While proposing the Salary and Designation, HR will attach the salary parity document.

## **9. Offer Approval:**

Subject to positive Reference Check, the offer will be sent to CEO & HR Head for their approval. While sending for the approval all supportings should be attached along with the Business Head approval for hiring.

**Please note:** Salary offered should be discussed with CEO and Head HR only

**Process Flow Chart :**



**Equal Opportunity Employment:**

We do not discriminate applicants on the basis of gender, caste, religion or physical ability in all aspects of employment, including hiring and compensation. No candidate is denied an opportunity merely on the grounds of disability if the job functions is not impacted in accordance with the [Rights of Persons with Disabilities Act, 2016](#).

**Administration:** Policy will be timely administered by HR Dept, line managers and CEO.