
Recruitment of employees

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1. Purpose

Describe the SOCIETY XXX recruitment guidelines.

2. Scope

The procedure is applicable to recruitment of any category of employees within the SOCIETY XXX.

3. Responsibilities and procedure

Responsibility	Procedure
	3.1. Request for recruitment and validation
Hierarchy (of the vacant position)	- Defines the human resource needs: new or position replacement, level of qualification, salary, start date, duration, and job description. - Argues about the request. Please note that this step can be made with the Human Resources (HR) Responsible.
Head of Hierarchy	- Validates the request for recruitment. - Agrees to launch the recruitment procedure.
Hierarchy (of the vacant position) and HR Responsible	- Formalize the description of the vacant position. - Define the profile of the candidates. - Determine the recruitment methods: internal candidacies, examination of unsolicited applications, trainees, advertisements, recruitment agencies, etc.
	3.2. Recruitment
HR Responsible	- Proceeds to the first selection of candidates. - Meets the applicants and evaluates every candidate in interview. - Establishes a short list of candidates. - Organizes interviews with the Hierarchy of the vacant position.
Hierarchy (of the vacant position) and Head of Hierarchy if applicable	- Meets the candidates. - Evaluates every candidate in interview.

Hierarchy (of the vacant position), HR Responsible, and Head of Hierarchy if applicable	- Select the successful applicant after discussion and examination of the candidates evaluations. - Decide the salary to be proposed to the candidate.
HR Responsible	- Informs the candidate of his/her hiring for the vacant position. - Establishes the contract of employment, if agreement. - Obtains from the new co-worker hard copies of his/her diplomas required for the function, as defined in the job position. - Archives Curriculum Vitae, diplomas and evaluations in the personal file of the new co-worker.
	3.3. Arrival and integration in the service
HR Responsible	- Welcomes the co-worker in the daytime of his arrival. - Presents him/her the SOCIETY XXX and makes with him/her all administrative formalities.
Hierarchy	- Welcomes the co-worker within the service. - Introduces him/her to every departments he/she will be in relation with. - Explains him/her the quality system and procedures regarding his/her function.
New co-worker	- Follows integration's program prepared by the Hierarchy and the HR Responsible.
	3.4. Definitive commitment
Hierarchy	- Makes sure of the good integration of the co-worker. - Evaluates the new co-worker at the end of the trial period.
HR Responsible	- Receives the co-worker to confirm his/her definitive commitment. - Gives the co-worker a letter of definitive commitment. - Archives the evaluation in the personal file of the new co-worker.

4. Definitions

Term	Definition
Not applicable	

5. Appendices

Not applicable

6. Revision history

Version	Effective date	Name of author	Reason/summary of changes
01	xx June 2008	C. Arlaud	Not applicable; initial version