

STANDARD OPERATING PROCEDURE
FOR
RECRUITMENT PROCESS

1. Application

This Standard Operating Procedure (SOP) is applicable for Sunnikan Consulting structure.

2. Objective

The objective of this SOP is to describe the process for the recruitment of a new collaborator.

3. Procedure

a. First contact

For the first contact, the potential new collaborators can be contacted by Sunnikan through some career databases or they can directly contact Sunnikan through its website (part “Sunnikan Consulting recrute”).

During this first contact, the candidate introduces him/her and the consultant of Sunnikan explains what he/she is looking for concerning the opened position and within the company.

If both are interested in following up the recruitment process, they set up a time for an interview.

b. Interview

During the interview, one or two persons from Sunnikan Consulting meet the candidate.

The purpose of the interview is, for the representatives from Sunnikan Consulting, to better know the candidate to determinate if he/she corresponds to what they are looking for. The candidate should also have at the end of the interview a clear view of the position available and of Sunnikan Consulting.

Thus, during this meeting, the candidate is asked to detail his/her professional experience, education and what does he/she expects for a new job and for his/her career. The members from Sunnikan Consulting can ask more information on some points to clarify their opinion on the candidate.

The candidate should also have the opportunity to precise some points on the position Sunnikan Consulting offers.

Finally, the candidate and the representatives from Sunnikan Consulting should discuss the salary and the follow-up process for the recruitment.

The candidate will also be asked, if he/she is interested by the position, to produce a SOP in English on a subject chosen by Sunnikan Consulting members.

c. Follow-up

When Sunnikan Consulting members have seen all the candidates and reviewed the SOPs sent by the candidates, they select the persons they want to see for a second interview to meet the Director of Sunnikan Consulting.