

Title: Talent Acquisition Policy
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Talent Acquisition Policy

1. Definition:

Talent Acquisition is the process of finding and acquiring manpower with requisite skills and competencies for organizational needs on time.

2. Purpose:

Acquiring the right talent at the right time for each role enables company achieve the organizational goals. This policy is based on the core principles of the organization with the purpose of defining a sound process frame work. The accompanying procedure provides clear guidance on the key stages in recruitment and selection.

3. Scope:

This policy encompasses all activities that form part of the recruitment and selection process and is applicable to all the requirements. For the policy to be effective, it is essential that any employee who is involved in the process is aware of this policy and adheres to it.

4. Core Principles:

- Attract suitable candidates matching the Job Description (JD).
- Ensure the process is conducted professionally and timely.
- Provide adequate training to the interviewers.
- Ensure the process is cost effective.
- This policy is open for amendments as and when required.

5. Responsibility:

The respective Divisional Head HR will be the process owner and the Recruitment team shall be responsible for the effective implementation and execution of this process. The execution of this process would be in cooperation with the respective business team.

6. Turn Around Time:

The Turn Around Time will be 60 days. The position should be closed by giving the offer within 60 days from the date of MRF approved by the CMD/MD.

7. Turn Around Time Restart:

The Turn Around Time will restart on the following situation:-

- A. If the selected candidate declines the offer.
- B. If there is a change in the Profile/ Grade/Location.
- C. If the position goes on hold and is re-initiated.

In case the position is withdrawn for any reason(s), the same will continue to reflect in the tracker as a cancelled position.

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8. Interview Panel:

The interview panel will be consisting of Position Reporting Manager, Business Head and the respective Division HR.

9. Manpower Requisition Form (MRF):

MRF is mandatory for all the manpower requirements: all the positions arising due to Separation / Succession planning/ Internal Transfers.

➤ Process flow guidelines:

- TAT for the process starts on receipt of the approved MRF from the MD.
- Depending on the criticality of the position, the choice of the sources or using the multiple sources can be decided by respective HR.
- IJP & Internal referral process to be followed as per the policy (Annexure).
- On receipt of MRF a batch of 3 - 5 CVs shall be sent to the Hiring manager within 10 working days and the feedback should reach HR within 5 days from the receipt of CVs. However, critical position at senior level (DGM & above) can be closed based on the strong recommendation by the HODs.
- The feedback of the rejected CVs should be shared to the HR via verbal or written communication within 5 days. This will enable HR to fine tune the search.
- Feedback to be given to the candidates who are shortlisted and rejected.
- The outstation candidates (within the radius of 100kms) need to be reimbursed as per the Domestic Travel Policy and the deviations if any to be approved by Division Head HR.
- The interviews can be conducted through telephonic / video call for the first level for initial sourcing.
- Applicant Information Form should be filled in.
- Aptitude Test to be conducted for all the shortlisted candidates across Divisions.
- Psychometric Test to be conducted for all the shortlisted candidates (Manager & above) across Divisions.
- Personal interview of the shortlisted candidates to be conducted with the Reporting Manager, Business Head and the Division HR Head.
- Interview Evaluation Form should be filled in.
- Credentials of the candidates need to be checked.
- Reference check to be conducted for all selected candidates by the recruitment team.
- On receipt of the satisfactory report, HR connects with the candidate to finalize the offer.
- After the finalization of the offer, the copies of the credentials need to be collected. The credentials need to be checked vide originals by recruitment team and the same has to be placed in the personal file.
- Offer letter to be given to the candidate and the acceptance of the same to be collected by recruitment

team

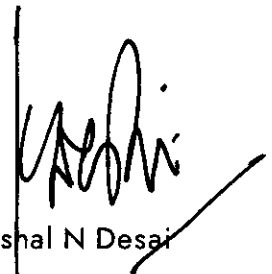
- Organize Laptop/Desktop, Sitting Place on receipt of confirmation of joining.
- The candidate needs to send the resignation copy within a week's time: Copy of acceptance is preferable.
- Recruitment team will be responsible to collect all the documents from the candidate and ensure the completeness of the file as per the checklist on the date of joining.
- Prepare the Appointment letter and the Joining kit in advance.
- The signed Appointment Letter, Offer Letter & CTC structure to be collected from the new joiner to maintain the personal files.
- The joining kits have to be handed over to the candidate which consists of :
 - 1) Appointment Letter with a copy
 - 2) APAR Diary & Pen
 - 3) APAR Calendar
 - 4) Forms pertaining to Joining report, PF, Gratuity, Medclaim & Superannuation (if applicable)
 - 5) Bank account form
 - 6) Induction Schedule
 - 7) APAR Philosophy, APAR Values, Code of Conduct.
 - 8) Laptop
- Organization Announcement to be circulated to the respective HODs on the day of joining.
- Background Verification Check to be done post joining of the Candidate.
- Employee code, Mail id, HRMS to be created on the day of joining.
- Filled in statutory forms PF, Gratuity, Medclaim & Superannuation to be submitted to the payroll team.
- Sim card to be arranged for GM & above as per the business needs.

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- **Joining formalities**

- Personal interview to be conducted by the Reporting Manager and HOD in presence of HR team and if found suitable the candidate to be interviewed by HR Head for finalization.
- Interview with Business Head to be conducted where ever applicable.

Process Owner: HR



Kushal N Desai

Chairman & Managing Director

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Annexure

PROCESS FLOW FOR TALENT
ACQUISITION

