Recruitment Policy & Process

EXIM Logistics Pvt. Ltd.

This policy provides a structured and consistent approach to all recruitments and provides guidance to the hiring managers and employees involved in the recruitment process with regard to the different steps, roles, responsibilities and timelines that apply.

I. Objective:

- To *streamline* the *Recruitment* process,
- To ensure that ***we always hire the RIGHT people at RIGHT role at RIGHT time***, and
- Also to thrive a strong ***Employer Branding*** to attract the best talents available in the Industry

II. **Non-discrimination:** To recruit suitably qualified staff irrespective of gender; age; disability; marital or parental status; racial, ethnic, national or social origin; religion or belief; sexual orientation; or geographical location.

III. **Scope:** Covers all the vacant positions across the functions, levels & hierarchy.

To enable HR to initiate the hiring process at any point of time during the year, the respective *HOD / functional / Regional heads* need to follow the below-mentioned steps –

- Fill-up a ' ***Manpower Requisition Form* (MRF)** ' in HRMS System
- Get the MRF *approved* by the concerned approving authorities (as per the ***Recruitment Approval matrix*** shown below), and
- Forward the approved MRF to HR

IV. Recruitment Quality Norm:

In today's knowledge driven business scenario, *People* are perceived as the ***most valuable assets*** of an organization and the *optimum utilization* of the *skill, knowledge, attitude,* they posses, are directly instrumental to the growth of any organization.

Therefore, while recruiting a candidate for any role, position, level, function, it should always be ensured that ***there is no compromise in the quality of people, we hire***.

Besides checking the presence of role -specific *key competencies* & the *behavioral attributes* required to perform a job, few basic eligibility criteria should be considered, even before a candidate is called for the Initial rounds of Interviews –



- **Academic Qualification:** Minimum ***Graduate*** (Recognized university) for all positions in ***L–1*** to ***L–2,*** and there should not be any ***unjustified gaps*** in education.

- **Psychometric / General Intelligence test:** All the short-listed candidates should be run through a ***Psychometric / General Intelligence test*** and candidates qualifying this test, would be eligible for the next rounds of tests / interviews.

- **Reference check:** ***Reference check*** is ***MUST*** for all recruitments across the country and ***HR*** should always ensure that *Reference check is done before extending the offer to a selected candidate*.

  a. Candidates selected after rounds of tests/Interviews would be asked to provide the *names & contact details of at least **3** persons* as his/her ***Professional References***, and

  b. ***HR*** would contact these references and the *comments & remarks of the referees would be documented and preserved for future records*.

  c. ***HR*** in some of the critical cases may also carry out an ***Independent Reference Check*** through the respective *Placement consultants* (who had sourced the CV of the concerned candidate), who would check with atleast **2** *referees* (one each from 2 different organizations*)* whom the concerned candidate had worked with in the past.

V. **Recruitment Approval Matrix:** Any Recruitment across the organization, at any level / function has to be approved by the concerned authorities as specified in the matrix below –

Grade	Roles / Designation	Interviewing Authority	
		Preliminary	Final
L1	CEO, GM,CFO	HR-Head	MD & Director
L2	Departmental Heads, Branch Manager, Business Heads,	HR Head, CEO	Managing Director
L3	Sr. Manager, Manager, Asst. Manager,	HR Manager, General Manager	CEO & HR Head
L4	Executives, Sr Executive, Jr. Executive, Team Leader, Supervisor	Departmental Head	HR Manager

VI. Internal Recruitment:

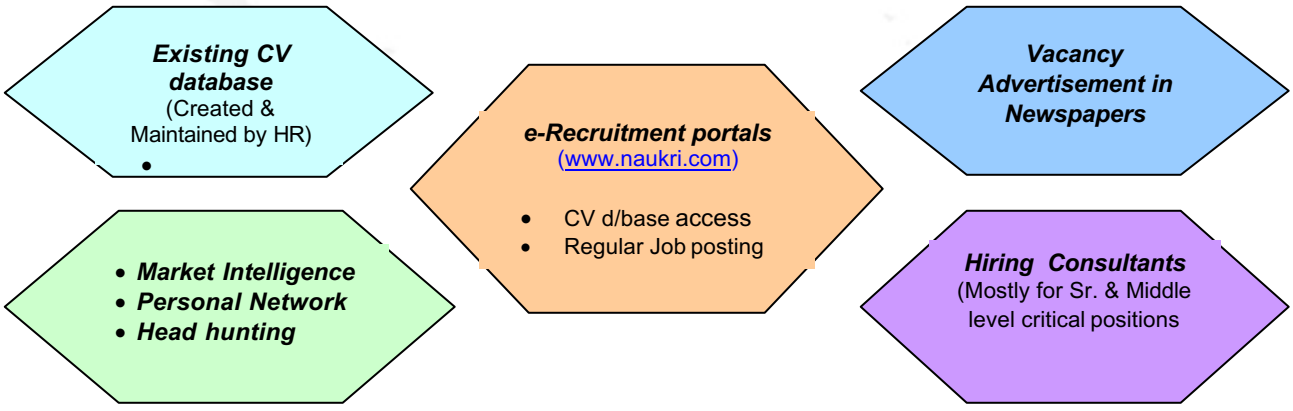
- As a *conscious focus* of the organization *to nurture high potential talents* by providing them *suitable career growth opportunities within the organization*, efforts would always be made to fill in specific vacancies from it's existing human resource pool.

- The entire process would be done through ***Internal Job Posting (IJP)*** and communication including the *job profile, candidate profile, eligibility* (who can apply), *application deadline* etc. would be made available by HR

- *Employees possessing necessary skills, knowledge, experience* matching with those required for the job may *apply* through the *appropriate communication channels* as prescribed in the IJP.

VII. Recruitment Sources:

To ensure a *steady in-flow of quality candidates* for all the existing vacant positions, with an aim *to select the best within a stringent recruitment deadline*, HR would always focus to develop a robust database of CVs searched from the following sources –



VIII. **Hiring consultants:** Considering the large volume of recruitments to be done within a small span of time, it is necessary to identify and engage *Professional hiring consultants* to help *HR* to source quality candidates for *middle & senior level positions*.

A. Process guidelines (***To engage a new Hiring Consultant***)**:**

- HR would identify the *Consultants* in all the regions, based on their current *clients distribution*, *database size*, *past performance records* & *industry feedback*.
- *Regional heads* at branch/regional level can also identify a Consultant and the details need to be sent to HR for further discussion & approval.
- HR will negotiate the *Terms & Conditions* with all the identified consultants and will get a *one-time approval* (from the Director) before rolling out the formal agreement with them.

B. Quality Expectations from the Hiring Consultants:

- ***Minimum Turn-around time*** **(TAT):** Once a requirement is placed, the consultant should forward at least ***6 CVs*** within the next ***72 hrs***.
- ***Strong Conversion Rate*** **(6:4:2):** Out of the ***6 CVs*** forwarded by a consultant, ***4*** *have to be short-listed* (after *initial screening* by HR) and at least ***2*** *of them have to be selected*.

An ***Annual Evaluation*** of the *services provided by the existing consultants* across the country would be done to create a list of ***Preferred consultants***, who would be treated as priority CV sources for critical positions in future.

IX. Recruitments at Regional level:

- At the branch/Regional level, Regional heads, in coordination with the corporate HR, would be responsible to plan, initiate & organize the Preliminary rounds of Interviews for most of the existing vacancies.
- Once the preliminary rounds are completed, CVs along with the dully filled up *Interview Evaluation forms* of the short-listed candidates are to be sent to corporate HR for further processing.
- Corporate HR would organise the final Interviews in coordination with the concerned *Interviewing Authority.*

X. Compensation Proposals, Negotiation & issuing the offer letters:

- HR prepares the compensation proposals based on the below-mentioned critical attributes and gets those approved in writing by the concerned authorities before extending to the candidates -

  i. Academic & Professional qualification of the respective candidates
  ii. Experience Profile
  iii. Existing Compensation & benefits
  iv. Market synergy
  v. Internal Role-wise compensation study to maintain the equity

- HR extends the proposals to the candidates who get selected after final round of Interviews and negotiates to close those.
- Once the candidates agree to the proposals &n intimate their acceptance, HR sends out the formal offer l etter, duly approved & signed by the concerned authority.



- **Offer Letter Check List-**

HR should make sure that all the below -listed documents are received & checked thoroughly before issuing the formal offer letters –

i. **Approved Manpower Requisition form** (MRF)
ii. **Resume** (hardcopy) of the candidate
iii. **Interview Assessment sheet** (Filled up with specific recommendations by the concerned Interviewers)
iv. **Reference checks details** (documented in the specified format)
v. **Compensation Proposal** (Existing package & the proposed plan, duly approved by the concerned Authority)

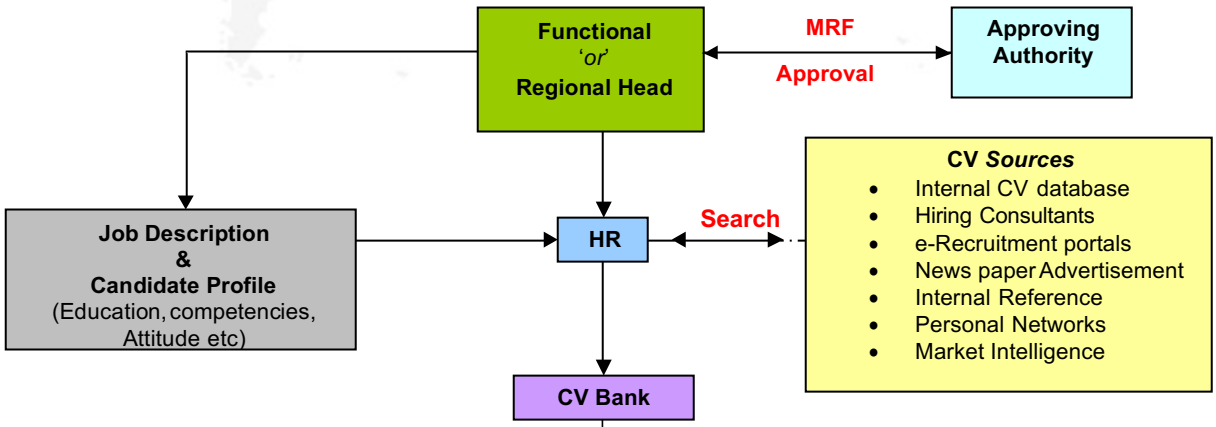
XI. Recruitment Cycle Time:

To bring in more dynamism and effectiveness in the recruitment process, HR would follow a specific project deadline of **33 *days*** **(**from the day it had received the approved Manpower Requisition) to hire a new employee.

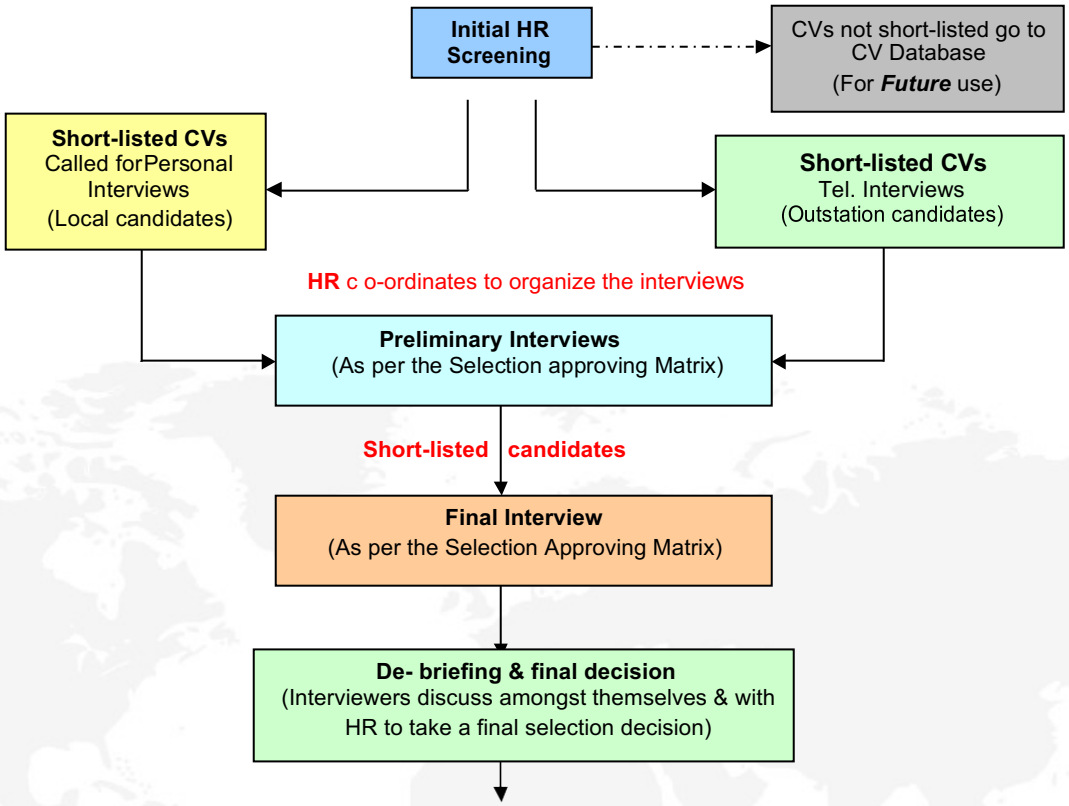
The process specific schedule break-up is mentioned below –

Phase	Activities	Time frame
I	Role Identification, JD, competency mapping & CV Sourcing	15 days
II	Initial HR screening / short-listing	2 days
	Organizing the Preliminary Interviews	4 days
	Organizing the Final Interviews	4 days
	De-briefing sessions to take the final decisions	2 days
III	Preparing the Salary Proposal, Negotiate with the selected candidates & offer closure	6 days

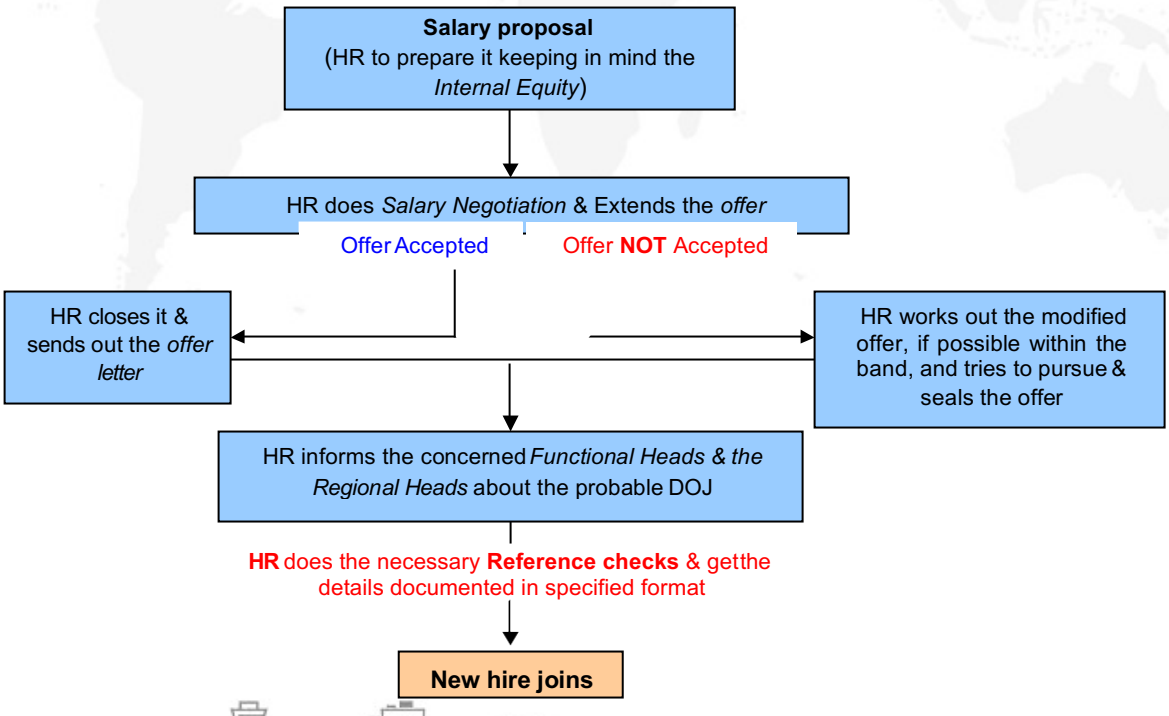
Phase – I: Pre -Selection



Phase – II: Selection



Phase – III: Post-Selection



Phase – IV: Post-joining

HR creates *Empl. I.d* & sends out the *'New Hire Notice'* & the '*Welcome Note'*

At **HO**, *HR* would handle the Joining formalities &
At **Branch / Regions** , the same would be handled by the respective *Regional Heads*

The new hire should submit the following docs on DOJ itself –

a. *Signed & Accepted* copy of the *offer letter*
b. Photocopy of all the educational/professional certificates
c. *Date of Birth* proof (SSC Admit card / Passport / Driving License etc)
d. 6 passport size photographs
e. *Medical Fitness Certificate* (in specified format) signed by a Medical Practitioner registered under IMA.
f. Completed *Mediclaim Insurance Form* (In case of employees claiming to be covered under a different Insurance policy already, they have to declare it formally and document (photocopy of Insurance policy) supporting the same has to be submitted)
g. *Service Certificate* 'or' *Relieving letter*, clearly mentioning the *date of Separation* in it, from the last employer
h. *Monthly Pay-slip* of at least 2 months / Salary Certificate showing the salary details of the last employment.

Induction & New Hire Orientation

I. Plan the *Induction* with the Functional leaders, prior to the DOJ & communicate to all the concerned persons accordingly

II. Make sure that the following forms are filled up and sent to HR on *DOJ* itself –

- Completed Salary / Savings Account Form
- Completed Visiting Card Requisition Form
- All the statutory forms, like PF,ESIC & Gratuity declaration, Nomination

III. Hand him over the *InductionManual*

IV. Take the new hires through the office to all the departments, Introduce them to other Functional leaders, peers, colleagues

V. Finally, Introduce the new hires to the respective Reporting Managers, to start the functional orientations

VI. HR receives the *Induction feedback from* both the trainer as well as from the new hires & keeps a track of learning & performances of the new hires.