



Title: Recruitment Policy

Procedures & Forms

HR Policies and Procedures
Probationary Review Forms

Effective Date:

This version supersedes all previous policy and practices related to Recruitment Policy. This policy is effective 1st February 2014

Background

All verbal offers shall be formally confirmed in writing to all newly appointed candidates in order to ensure consistency, legal compliance, and to avoid miscommunication, in accordance with KOJ Group LLC’s Policy guidelines.

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

The recruitment and selection decision is of prime importance for obtaining the best possible person to fill a vacancy. It is also becoming increasingly important, as KOJ Group LLC evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The Recruitment & Selection procedure should help managers to ensure that these criteria are addressed.

KOJ Group LLC Recruitment and Selection Policy will:

- Be fair and consistent;
- Be non-discriminatory on the grounds of sex, race, age, religion or disability;
- Conform to statutory regulations and agreed best practice.

To ensure that these policy aims are achieved, all appointing managers will receive training in effective recruitment and selection.

Procedure

The Recruitment Process

The following procedure should be used when a post is to be filled.

The appointing manager must:

- Define the job. If it is an existing post, is an exact replacement required or is this opportunity to revise the requirements. If it is a newly established post be clear on the exact requirements, draw up a job description and consult with the Human Resources Department in relation to the appropriate grade and salary.
- Complete a Personnel Requisition Form(PRF)which confirms, details of the position, final approval from the appropriate Director including if the role is budgeted or not.

- Ensure the Job Description and person specification are up-to-date. Contact the Human Resources Department for advice / any assistance in completing these.
- Collate an information package appropriate for the post.
- It is important that this pack is carefully put together in order to present a professional image of KOJ Group LLC, therefore out-of date or poorly presented information is not suitable.
- Discuss with the Human Resources Department the most effective means of obtaining suitable candidates. The following options should be explored (in this order):
 - Internal advert within KOJ Group LLC
 - Examination of previous applications, or those held on file within the Human Resources Department
 - External advert within the job centre
 - External Advert on recommended job websites in senior posts the use of a recruitment agency

Due to certain roles being technical, it is the responsibility of the line manager to prepare the advert.. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

External adverts will be submitted to the appropriate Line Manager for approval before being placed.

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straight forward interview and skills testing. For more senior posts psychometric testing, presentations to the interview panel on a chosen topic and/or a series of individual interviews on various topics may be included.

The application forms received by the closing date will be forwarded to the appointing managers for short listing. Applicants **must** be chosen against the Person Specification. It is the responsibility of the appointing manager at this stage to record (in writing) the reasons why an applicant is not shortlisted. All papers must be returned to the Human Resources Department, who will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview. This will include timetabling the interviews. Candidates who have not been shortlisted will also be informed.

The appointing manager will:

- decide on the interview format and determine which areas to concentrate on with the questioning;
- decide on who will chair the Interview Panel;
- Receive the references for candidates from the Human Resources Department, and be responsible for ensuring the confidentiality of these and for their safe return to the Human Resources Department for destruction.

When all candidates have been interviewed, the panel will decide on the best person for the post. The appointing manager will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

All interview packs should be returned marked "private & confidential" to the Human Resources Department.

Upon return of the Interview Report Form, the Human Resources Department will:

- telephone all unsuccessful candidates with outcome of interview within one working day, this will be confirmed in writing;
- write to the appointee, offering the post providing satisfactory references and health clearance
- initiate a personnel file and computer entry for the new employee;
- Notify the Manager if the appointee refuses the offer, or if there are any other details to be cleared.
- Deal with any requirements for removal expenses or the finding of temporary accommodation for the appointee.

The Human Resources Department will arrange, in conjunction with the appointing manager an individual programme of induction for the new start which will be arranged and agreed at least one week before the appointee commences.

Recruitment Checklist

1. Review the post - is it necessary, does it need changed, can the duties be adequately covered elsewhere. If significant changes are required or it is a new post please discuss the details in relation to grade and salary with the HR Department.
2. Complete a Job Vacancy Form ensuring approval of appropriate Director.
3. Review / complete the job description and person specification.
4. Put together an information pack for the vacancy.
5. Decide the most effective way to recruit to the post. For example internal advert / job centre etc.
6. Design the advert. This should be done in conjunction with the HR Department. Decide on a closing date, method of application (e.g. C.V. or application form), whether a pre-interview visit will be required and who should be contacted for applicant enquiries.
7. The HR Department will process the advert, send out information packs and collate applications ready for short-listing.

Selection

Applications will be forwarded to you from the HR department on the closing date. These may be inspected at any time prior to this.

With at least one other member of the interview panel shortlist for the post using the person specification.

Decide whether it would be appropriate to use alternative selection methods, for example psychometric or skill testing.

Let HR Department have short-list, they will arrange to contact the candidates and set up the interviews / tests etc. They will also contact unsuccessful applicants.

References should be collected from the HR Department

Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview

Complete the interview, and taking account of the outcome of any testing, decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when details such as references, medical etc. have to be confirmed) agreeing verbally the salary and start date.

Conditions

The primacy of HR Recruitment Department throughout the recruitment process must not be undermined or unduly influenced. The integrity and fairness of recruitment policy is paramount. **Under no circumstance** may requisitioning departments:

- Involve recruitment channels that are not centrally approved by KOJ Group LLC HR;
- Negotiate directly with external agencies or media, either on terms of business or the individual search process;
- Directly correspond with applicants without the involvement of HR as described in this Manual;
- Make offers, inducements or promises of any sort to applicants at any point in the recruitment process;
- Vary the terms of contract stipulated for the position by HR and by policy.

The Contract of Employment shall specify the terms and conditions of employment, which shall be subject to a specified time limit for acceptance. All contracts, irrespective of the position, shall include the following information:

- Position Title
- Division, Department and/or Section
- Salary and Benefits
- Date of commencement of employment (if already determined)

The employment offer shall state that it is subject to the terms and conditions specified in the contract. Additionally for an expatriate position, the offer should state that it is subject to the candidate complying with all the local immigration/visa requirements.

Contract Nature, duration and performance

Employees' contracts can be classified mostly as fixed contracts valid for 3 years.

Where the employee is appointed on an automatically renewable basis (Needs to change), (normally renewal of contract on renewal of local employment visa), he shall carry out duties and tasks on a continuous basis according to the job description.

Joining Formalities

Copies of the following documents shall be submitted by the new hire upon signing the Contract:

- Proof of age (birth certificate/ school leaving certificate/passport copy/National registry copy);
- Duly attested academic certificates and any other relevant merit certificates;
- Release letter or No Objection Certificate (NOC) from the previous employer, where applicable;
- Police Clearance, for local Nationals.

HR shall enter into HRMS data pertaining to the new employee as well as open a personal file for the new employee, which shall consist of the following documents:

- Employee Personal Information Form (Check list)
- CV
- Interview evaluation form(s)
- Attested Academic and other merit certificates
- Attested Marriage Certificate if applicable
- Release letter from previous employer, where applicable

- Copy of appointment letter, signed by KOJ Est and the employee
- Copy of passport and visa (for expatriates), and
- Reference checks
- Pre-employment Medical Form

The standard probation period shall be 3 months (extendable to 6 months) unless otherwise stated. For more information refer to your contract.

Relocation

KOJ Group LLC shall arrange for the relocation of an employee at the time of commencement of his service.

- Top and Senior Management employees shall be accommodated for 1 month in hotel or apartment. Food shall be borne by the employee.
- Accommodation allowances are payable during the period that employees are in receipt of temporary company-paid accommodation. The new recruit may request up to 6 months' advance house rent allowance to be deducted from salary in equal monthly instalments.
- A one-way air ticket passage entitlement shall be provided at the time of joining KOJ Group LLC

Employee Records

HR shall maintain the following data in HRMS and/or documents in the physical staff file, as appropriate.

- Employee code number, department, section, location
- Home and local contact address, telephone numbers, marital status, details of dependants, emergency notification, legal beneficiary (next of kin).
- Copy of the ID card and/or passport and/or Labour Card
- Visa details
- Salaries and allowance, current and history
- Medical check-up history and notes on health issues
- Absence and leave history
- Appraisal and career progression
- Training, development, education
- Discipline and grievance history
- Benefactor of estate in case of death.
- Accommodation Advance

Details of any company property of equipment issued to the employee specifically to facilitate them carrying out their duties. Such property will be recorded on issue, and will be noted as returned on the Employee Exit Form, and/or Employee Transfer Form (where the equipment is not required in the transfer position).

- Transfer, special assignments, etc.
- Supporting documents (e.g. copy of employment contract, job descriptions, leave approval, incentive letter, reference checks, evaluation, etc.)
- Details of separation of employment

Employee records are confidential and must be maintained under the custody of the HR Department. They should not be disclosed to individuals outside of KOJ Group LLC without the employee's prior written authorization,

except where information is required to be disclosed by law or legal process. However, where an employee joins another company and his new employer conducts a verification of employment, the HR Department is authorized to provide information upon such a request.

Personal Data Changes

It is the responsibility of each employee to promptly notify KOJ Group LLC of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, marital status and other such status reports should be accurate and current at all times.

Probation Period

The probation period is normally 3 months for Head Office Positions and 6 months for retail, according to employees contracts, at the end of which employment will either be confirmed or otherwise. Employee is considered confirmed automatically if the probationary period goes over 6 months, without any comments from the line manager.

Where an employee successfully completes the probation period, the time spent shall be included towards his period of service and EOSB.

Termination of employment, without notice, during the probation period shall apply to both employer and employee.

General leave of absence with/without pay is only permitted during the probation period for genuine reasons and with the approval of the Line Manager.

If an employee resigns during the probation period, he is required to repay KOJ Group LLC all expenses incurred such as those for visas and relocation costs, and advances on salary or housing allowance, etc.

A full Confirmation of employment pack is available to outline the review that needs to take place. This pack is available from the HR Website.

Maintenance and amendment of the policy

As with all Group policies (the "Group") may amend this policy at its discretion at any time.