

# 1.0 RECRUITMENT PROCESS General Workflow

Activity	Responsibility				
	Requesting Department	Recruitment	Human Resource Manager	Admin & Finance	President / CEO
Manpower Requisition for new/additional/replacement of staff					
Process all manpower requests as the need arises					
Identify specific job requirements and functions					
Verify necessary qualifications and skills required for the job					
Identify project involvement and project requirements					
Determine what appointment type (project-basis, probationary)					
Conceptualize and post approved job vacancies for internal and external job postings					

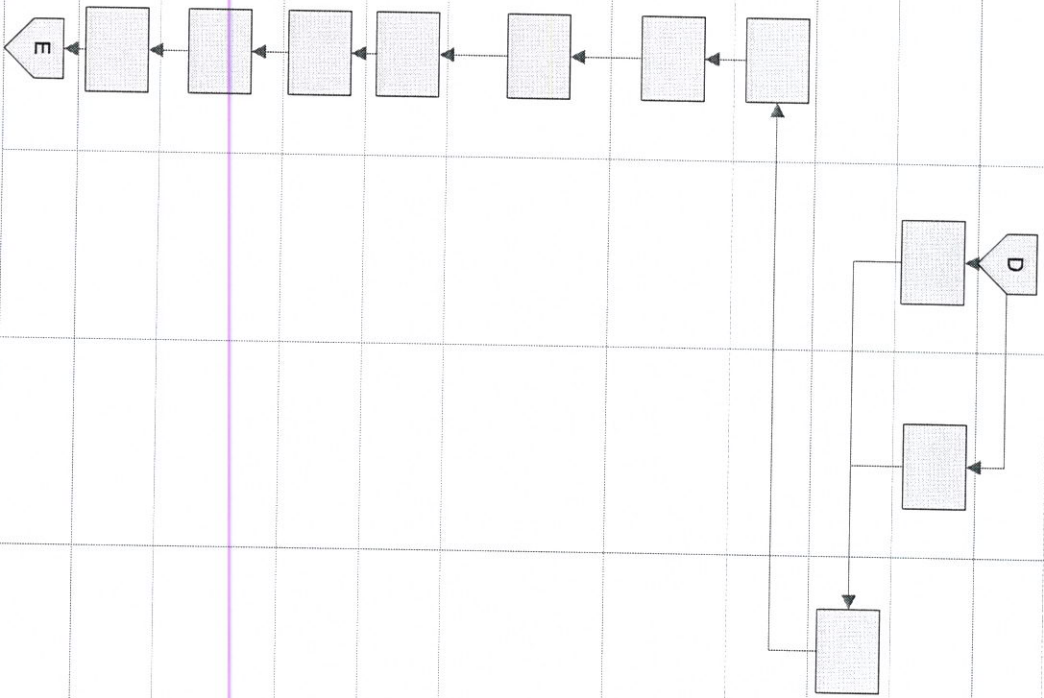
The flowchart illustrates the recruitment process across five responsibility areas: Requesting Department, Recruitment, Human Resource Manager, Admin & Finance, and President / CEO. The process begins with a 'START' oval in the Requesting Department column. It then proceeds through a series of rectangular process boxes in the Recruitment column, followed by a diamond-shaped decision point labeled 'A' in the Admin & Finance column. The flow continues through the Human Resource Manager column, then Admin & Finance, and finally to the President / CEO column.

Activity	Responsibility				
	Requesting Department	Recruitment	HR Manager	Admin & Finance	President / CEO
<p>Seek approval for placement of job ads in print media or electronic sites like:</p> <ul style="list-style-type: none"> <li>▪ PDI/ Manila Bulletin</li> <li>▪ Jobstreet/ Jobs DB</li> <li>▪ IT PROS</li> </ul>					
<p>Establish linkages with schools/universities through participation in periodic job fairs:</p> <ul style="list-style-type: none"> <li>▪ UP Manila/Diliman/Los Baños</li> <li>▪ DLSU/CSB</li> <li>▪ St. Scholastica</li> </ul>					
<p>Engage in Contacted Employment Services for manpower augmentation :</p> <ul style="list-style-type: none"> <li>▪ IT Managers Inc. (ITM)</li> <li>▪ Software Laboratories Inc. (SLI)</li> <li>▪ Primemovers Consulting Services Inc. (PCSI)</li> <li>▪ Information Technology Services International</li> </ul>					
<p>Seek approval for participation in job fairs and contracting employment services</p>					

Activity	Responsibility				
	Requesting Manager	Recruitment	HR Manager	Admin & Finance	President / CEO
Paper/On-line sourcing of applicants' resumes' to determine whether they have the qualifications to perform the job	<pre> graph TD     B{{B}} --&gt; S1[ ]     S1 --&gt; S2[ ]     S2 --&gt; S3[ ]     S3 --&gt; S4[ ]     S4 --&gt; S5[ ]     S5 --&gt; S6[ ]     S6 --&gt; C{{C}}           </pre>				
Review referral resumes' if they meet the required qualifications					
Short list qualified applicants					
Screen out non-qualified candidates					
Administer proficiency hands-on programming tests to short-listed IT candidates and Aptitude/Personality tests to Non IT candidates					
Evaluate aptitude, psychological and programming tests of applicants for the purpose of determining the degree of efficiency and fitness of applicants for employment					

Activity	Responsibility				
	Requesting Department	Recruitment	Human Resource Manager	Admin & Finance	President / CEO
Interview IT/Staff applicants to gather information about their competencies and work experiences and engage in the elimination process	C	[ ]	[ ]		
Interview PM/Officer applicants to gather information about their competencies and work experiences and engage in the elimination process		[ ]	[ ]		
Gauge the applicants' qualifications for purposes of further recommendation or outright denial of application		[ ]	[ ]		
Evaluate and Short-list top candidates for further assessment		[ ]	[ ]		
Prepare candidates for their final/technical interview		[ ]			
Top IT/Staff Specialist candidates are assessed by the Requesting Manager/ Software Development Manager	[ ]				
Top PM/Officer candidates are endorsed for			[ ]		
Interview with the CEO/President for final assessment					[ ]
Project Managers/SDM decide whether the candidates meet or exceeds the requirements and recommends the candidate for hiring	[ ]				
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Activity	Responsibility				
	Requesting Department	Recruitment	HR Manager	Admin & Finance	President / CEO
Seek HR Manager and Department Head's approval for the job offer of IT/Staff applicants					
Seek President's approval for job offer of PM/Officer applicants					
Once approved, HR extends the job offer to the candidate					
Notify successful candidate with a confirmation letter including the schedule of compensation and start date					
Upon acceptance of the job offer, candidate is advised that a required background check and a pre-employment medical check up must be completed with acceptable results before employment begins					
Inform candidate to procure pre-employment requirements before employment begins					
Non-selected applicants are notified via email once position is filled					
Advise the candidate that we will be checking references and ask whether it is okay to talk with the current supervisor/s					
Ask the candidate for other references (other supervisors, co-workers, customers, etc.)					



Activity	Responsibility				
	Requesting Manager	Recruitment	HR Manager	Admin & Finance	President / CEO
Conduct telephone reference checks to document if applicants behavior with prior employers that could be critical to our decision regardless of their skills and abilities					
Candidate must submit to pre-employment medical check-up to accredited hospital					
Results are forwarded to HR after 3-5 days					
Maintain records of the following: <ul style="list-style-type: none"> <li>▪ Recruitment Summary (Manpower Monitoring) <ol style="list-style-type: none"> <li>1. Selected/Non Selected candidates : reasons for hiring and non selection</li> <li>2. List of new hires with their personal information and compensation</li> <li>3. Manpower update manpower – report for unfilled positions</li> </ol> </li> </ul>					

Activity	Responsibility				
	Requesting Manager	Recruitment	HR Manager	Admin & Finance	President / CEO
Request for : <ul style="list-style-type: none"> <li>▪ Lotus Notes Addresses</li> <li>▪ Door Access Cards</li> </ul> Employee Self Service Accounts		<pre> graph TD     F([F]) --&gt; B1[ ]     B1 --&gt; B2[ ]     B2 --&gt; B3[ ]     B3 --&gt; B4[ ]     B4 --&gt; B5[ ]     B5 --&gt; B6[ ]     B6 --&gt; B7[ ]     B7 --&gt; B8[ ]     B8 --&gt; B9[ ]     B9 --&gt; END([END])           </pre>			
Prepare employment contracts					
Prepare pre-employment orientation kit					
Report For Work					
Pre-employment Orientation					
Employee Manual Walkthrough					
Office Tour and Introduction					
Endorsement of new employee to respective Project/Division Managers					