

HIRING POLICY

Objective

Neoinfinit Multicons Pvt Ltd believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to Neoinfinit Multicons Pvt Ltd. In hiring the most qualified candidates for positions, the following process should be followed.

Hiring Process and Procedures

Personnel requisitions

Personnel requisitions must be completed to fill Neoinfinit Multicons Pvt Ltd positions. Requisitions must be initiated by the department supervisor/manager, approved by the division vice president and then forwarded to the human resource (HR) department.

Personnel requisitions should indicate the following:

- Position title.
- Position hours/shifts.
- Exempt or non-exempt status of the position.
- Reason for the opening.
- Essential job functions and qualifications (or a current job description may be attached).
- Any special recruitment advertising instructions.

Intake meetings

HR will arrange a meeting with the hiring manager to conduct an intake meeting prior to posting a job opening to learn more about the position, the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting, and expectations will be established with all the key stakeholders.

Job postings

HR will create job postings that briefly describe the job opening and communicate [Company Name's] brand. All job openings will be posted concurrently on [Company Name's] intranet and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled.

The HR department will be responsible for tracking all applicants and retaining applications and resumes as required.

Internal applicants

Current employees with a satisfactory employment status may apply for internal job openings. The consent of the employee's manager and the HR department may be necessary for employees with less than one year of service with Neoinfinit Multicons Pvt Ltd.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department.

Interview process

The HR department and the hiring manager will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the HR department and the hiring manager using behaviour-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

The HR department will notify applicants who are not selected for positions at Neoinfinit Multicons Pvt Ltd.

Reference checks

HR will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three professional references are required from each candidate.

Job offers

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job.

Internal applicants must complete required background checks or tests not previously completed.

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Once the HR department receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within seven calendar days, the offer may be rescinded by the company.