

Recruiting:

Source: Designed by Fatimah Aly

- a) The process begins when a new employee needs to be hired. First of all, the HR employee creates a job offer by creating the job requirements and the job description with the help of the manager of the department, who needs a new employee in his/her department.
- b) Thereafter, the job offer will be posted in a job portal. After publication and receipt of applications, pre-selection will be conducted.
- c) The HR employee and the manager check the applications and select the most suitable applicants for the position. The rejected applicants will then receive an email from the HR employee.
- d) The applicants who are shortlisted will be contacted and invited to an interview.
- e) The interview is conducted by the HR employee and the department manager to determine whether the candidate is suitable for the position. Following the interview a decision is made professionally, to avoid risks accruing from an unsuitable selection.
- f) Finally, the employment contract is prepared and signed by the HR employee, manager and the new employee.



