



Core Business Process: Recruitment and Onboarding

Objective: To attract, select, and integrate top talent into the organization through structured recruitment and onboarding processes, ensuring alignment with organizational goals and culture.

Step 1: Recruitment Planning

1. **Identify Hiring Needs:**
 - Collaborate with department heads to determine job vacancies and required skills.
 2. **Create Job Descriptions:**
 - Develop detailed job descriptions outlining responsibilities, qualifications, and expectations.
 3. **Define Recruitment Strategy:**
 - Choose recruitment channels such as job boards, social media, employee referrals, or recruitment agencies.
 4. **Set Budget and Timeline:**
 - Allocate resources and establish a timeline for the recruitment process.
-

Step 2: Candidate Sourcing

1. **Post Job Openings:**
 - Publish job postings on selected platforms with engaging and accurate descriptions.
 2. **Search for Candidates:**
 - Use active sourcing methods, including LinkedIn searches, networking events, and resume databases.
 3. **Leverage Employee Referrals:**
 - Encourage current employees to refer qualified candidates through incentive programs.
 4. **Screen Applications:**
 - Review resumes and cover letters to shortlist candidates meeting job requirements.
-



Step 3: Candidate Evaluation

1. **Conduct Initial Interviews:**
 - Schedule phone or video interviews to assess candidates' basic qualifications and fit.
 2. **Administer Assessments:**
 - Use skill tests, case studies, or personality assessments to evaluate candidates objectively.
 3. **Hold Final Interviews:**
 - Organize in-depth interviews with hiring managers and relevant team members.
 4. **Check References:**
 - Verify past employment and gather feedback from previous employers.
-

Step 4: Job Offer and Hiring

1. **Prepare Offer Letters:**
 - Draft offer letters detailing job title, salary, benefits, and start date.
 2. **Negotiate Terms:**
 - Discuss and finalize terms with the selected candidate.
 3. **Confirm Acceptance:**
 - Receive signed offer letters to secure the candidate's commitment.
 4. **Initiate Pre-Employment Checks:**
 - Conduct background checks or drug tests as required by company policy.
-

Step 5: Onboarding Preparation

1. **Prepare Workstation and Tools:**
 - Set up the employee's workspace, IT equipment, and software access.
2. **Send Welcome Package:**
 - Share onboarding materials, including an employee handbook and first-day agenda.
3. **Assign a Mentor or Buddy:**
 - Pair the new hire with a colleague to help them acclimate to the company culture.
4. **Plan Orientation Schedule:**

invent RESULTS

- Organize an orientation program to introduce company policies, values, and teams.
-

Step 6: Onboarding Execution

1. **Conduct Orientation:**
 - Welcome the new hire, provide an overview of the company, and introduce key team members.
 2. **Facilitate Training:**
 - Schedule initial training sessions to equip the new hire with essential skills and knowledge.
 3. **Clarify Job Expectations:**
 - Discuss role-specific goals, KPIs, and performance expectations with the employee.
 4. **Enable System Access:**
 - Provide login credentials and ensure the new hire can access necessary tools and systems.
-

Step 7: Follow-Up and Integration

1. **Schedule Check-Ins:**
 - Conduct regular follow-ups during the first 90 days to address questions and monitor progress.
 2. **Collect Feedback:**
 - Gather input from the new hire about their onboarding experience to identify improvement areas.
 3. **Assess Performance:**
 - Review initial performance to ensure the employee is on track to meet expectations.
 4. **Foster Engagement:**
 - Encourage participation in team activities and introduce opportunities for further integration.
-

Conclusion: A well-structured recruitment and onboarding process ensures the successful integration of new hires, driving employee satisfaction, retention, and organizational growth.

invent RESULTS

Continuous refinement of these processes strengthens talent acquisition and alignment with company goals.