



Where Innovation Meets Solutions

Company Name: Andnetics

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Recruitment Policy

Purpose

To establish guidelines for the recruitment and selection of new employees and freelancers, ensuring that the hiring process is fair, transparent, and attracts top talent. This policy aims to support Andnetics' growth by securing skilled, motivated team members who align with company values and goals.

Scope

This policy applies to all recruitment activities at Andnetics, including full-time, part-time, contract, and freelance positions.

Policy Guidelines

1. Equal Opportunity and Diversity

- Andnetics is committed to providing equal employment opportunities for all, regardless of race, gender, age, religion, nationality, disability, or other protected characteristics.
- Andnetics encourages diversity and inclusivity, aiming to create a balanced workforce with varied perspectives and experiences.

2. Recruitment Needs and Planning

- Recruitment needs are identified based on workforce planning, project requirements, and anticipated business growth.
- Department heads, in collaboration with HR, will assess role requirements and submit a hiring request that outlines job responsibilities, skills, and qualifications.

3. Job Posting and Advertising

- Internal Posting: Openings will first be announced internally to provide current employees an opportunity to apply or refer candidates.
- External Posting: Job vacancies will be advertised on the company website, relevant job portals, and social media platforms, with specific details on qualifications, experience, and skills required.
- Andnetics may also partner with recruitment agencies or utilize professional networks to expand outreach for specialized roles.

4. Application and Screening Process

- **Application:** Interested candidates must submit a resume, cover letter, and any required documentation as outlined in the job posting.
- **Screening:** HR and hiring managers will review applications to shortlist candidates who meet the job requirements. Initial screenings focus on relevant experience, education, and skills alignment.
- **Preliminary Interviews:** Shortlisted candidates may undergo a preliminary interview with HR to assess general suitability, discuss expectations, and clarify the role's requirements.

5. Interview and Selection Process

- **Structured Interviews:** Selected candidates will be invited for structured interviews with HR and relevant department managers, focusing on both technical skills and cultural fit.
- **Skill Assessments:** For certain roles, candidates may complete a skill assessment or task to evaluate their practical abilities and problem-solving skills.
- **Final Interview:** The final interview round will assess alignment with Andnetics' values, work ethic, and long-term career goals.
- **Reference Check:** Reference checks may be conducted for final candidates to verify past employment, performance, and reliability.

6. Selection Criteria

- **Skills and Experience:** Candidates should meet the technical qualifications and have relevant experience for the role.
- **Cultural Fit:** Candidates should align with Andnetics' culture, values, and team dynamic, contributing positively to the work environment.
- **Potential for Growth:** Andnetics prioritizes candidates with a growth mindset, who are adaptable, motivated, and capable of contributing to long-term company success.

7. Offer and Onboarding

- **Job Offer:** The selected candidate will receive a formal offer letter detailing role responsibilities, compensation, benefits, and company policies.
- **Negotiation:** Andnetics will accommodate reasonable requests regarding salary and other employment terms while ensuring fairness and budget alignment.
- **Onboarding Process:** New hires will go through a structured onboarding process, including an introduction to company policies, systems, and expectations, as well as team orientation and necessary training.

8. Probation Period

- All new hires will undergo a probation period, typically lasting 3 to 6 months. During this time, performance will be evaluated, and feedback will be provided to ensure mutual alignment with the role's requirements.
- Successful completion of the probation period will result in confirmation of employment status, with feedback and goal-setting sessions for continuous development.

9. Documentation and Compliance

- HR will ensure that all recruitment processes comply with relevant employment laws and regulations.
- Detailed records, including interview notes, candidate assessments, and offer letters, will be maintained securely for future reference and compliance purposes.

10. Feedback and Continuous Improvement

- Candidates who were not selected may request feedback to support their professional development.
- HR will regularly evaluate the recruitment process to improve efficiency, fairness, and candidate experience, incorporating feedback from hiring managers and candidates.

Responsibilities

- **HR Department:** Oversees the entire recruitment process, ensuring consistency, compliance, and a positive candidate experience.
- **Hiring Managers:** Work closely with HR to define role requirements, participate in interviews, and make informed hiring decisions.
- **Candidates:** Expected to engage professionally, provide accurate information, and complete required assessments.

