

Standard Operating Procedure Employee Recruiting Request Process

Function	Department	Revision #	Implementation Date
Employee Recruiting	All	ORIGINAL	8/3/21

Purpose

This Standard Operating Procedure (SOP) is designed to outline the process of recruiting new employees for any department when requested by a supervisor or manager. Following protocols in the recruiting process will maximize labor efficiencies and time management and save on indirect costs.

Scope

This SOP applies to all company's supervisors and managers.

Procedures

Step 1: Identify need for a new employee in your department...

1. Discuss with your department head.
2. If your department head agrees with you, then determine whether....
 - a. Someone in-house can fill the job,
 - b. You have a specific person in mind, or
 - c. The HR department needs to recruit through the public job boards.

Step 2: Discuss with General Manager...

- a. Once you have the information in step one, you or your department head must discuss with the General Manager and make your case.
- b. If the General Manager agrees, proceed to filling out the form and getting the necessary signatures, including that of the General Manager, and turn into the HR Manager

Step 3: Filling out and submitting Employee Recruiting Request Form

1. Most of the questions on the form are self-explanatory. However, be sure to provide adequate details in the following areas so HR can recruit the best person for the job:
 - a. Section on what education, skills or experience is most important for the job.
 - b. Section on any other information you believe is important to share that will help HR bring on the right person.
2. The question as to whether you have discussed with your superior is N/A if there is no manager over you.

3. The question of whether you have discussed this with the General Manager MUST be checked before submitting to HR. This can be you or your superior that gets the GM's approval.

Step 4: Before Submitting the form to HR Manager...

1. If GM does not approve, go ahead and mark the box in the HR section that GM does not approve and submit to the HR Manager anyway.
2. If the GM agrees, you can save time and assist HR by getting the GM's signature in the HR section and marking the box that the GM approves. However, if it is unsigned, HR will be required to seek the GM signature before recruiting begins.

Communication Flow

1. HR Manager will remain in contact with you on the progress of the recruitment and may need further information as the process continues. Also, please update the HR Manager with any new information as quickly as you have it if it effects the recruiting process in any way. Email communication is best.