

YASKAWA	PROCEDURE MANUAL	Procedure No	YIND-H-PR-1
	Recruitment Procedure	Date & Rev No	01.10.2017 / F

1. SCOPE

The policy pertains to the recruitment and selection process for all the positions at Yaskawa India Pvt Ltd

2. OBJECTIVE

- To employ the best talent in the Industry
- To match as closely as possible, the desired criteria sought during the selection process, in terms of Job description and person specification
- To establish a positive correlation between recruitment costs and effectiveness
- To ensure that it is flexible enough to meet the changing needs of the organization and is designed to ensure that the goals of the organization are met effectively
- To ensure that all recruitments is carried out in accordance with the annual business plan

3. RESPONSIBILITY

The Human Resource department will be the process owner and will respond to queries arising out of the policy and will put up recommendations for approval.

4. DEFINITION

NA

5. PROCESS FLOW (if applicable)

NA

6. PROCEDURE

This policy is being formulated in order to bring about standardization and consistency in the process of recruitment and selection of employees. It covers the steps involved in the recruitment and selection process, the tools and techniques to be employed for selection, audit measures, review and amendment guidelines

6.1. Process flow/policy guidelines:

INPUT

- Based on the business requirements
- Each position will be assigned a unique number
- Manpower Requisition Form duly filled by hiring manager and Divisional Head
- Resume

6.2. Manpower Planning & approval

- The vacancies arising out of business needs are identified jointly by Hiring Manager and HR

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HR Dept.	Leadership Team	President

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- The Manpower Requisition Form is to be filled in by the concerned Hiring Manager for each of the recruitment against vacancies arising due to growth and expansion/separations/transfers/promotions etc.
- These forms duly filled and signed, are sent to HR department by the indenting department, who in turn will forward them to the MD for his approval
- Once the Requisition form is approved, HR department arranges for sourcing the candidates.

6.3. Identify Professionals

HR shall identify professionals as per the requirements mentioned in the MRF (Manpower Requisition form).

Following methods may be used to identify professionals

a) Personal Contacts

Professionals are identified through personal contacts of the HR Executive(s) or any of the employees of the organization.

b) Networking

Professionals are identified by a “built up network” of contacts from the related industry.

c) Referrals

On an ongoing basis referral are obtained from candidates that have been recruited or are in the process of being recruited. References are also obtained from a wide variety of sources such as personal contacts, candidates known to Hiring Managers etc.

d) Advertising

Professionals are identified by releasing advertisements in Job Portals, Local and National journals.

e) Placement Agency

We have contractual agreements with selected Placement Consultants on the basis of their abilities to respond to the company needs and the quality of candidates referred in the past.

6.4. Screening candidate’s Profile

Resumes shall be scrutinized and the following details shall be identified:

- Academic Qualification
- Professional Qualification
- Total experience
- Relevant Experience
- Required Skill Set
- Communication ability

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- Candidates mobility
- Learning capability
- Personality attributes

6.5. Evaluate Technical Proficiency

The Hiring Managers shall conduct interviews and assess professional's technical expertise and people management skills and alignment to organizations core values

After the technical interview is over, the feedback for the same is sent to the HR team

The technical evaluation shall be recorded in the Interview Rating Form. For professionals who have been selected, reference checks will be done and offer letter shall be issued. For those who have not been selected, they shall be communicated to accordingly by the HR team.

6.6. Reference checks

Two reference checks shall be recorded for every candidate who has cleared all interviews, in the Yaskawa format.

6.7. Issue Offer letter

Based on the Interview Feedback Form and reference details, a suitable grade and compensation structure shall be determined through the compensation fitment exercise. A thorough parity check of existing employees with similar skills/expertise shall be done before deciding the salary fitment.

Offer shall be approved by the Hiring Managers and HR issues the offer letter to the candidates.

Candidate must undergo Medical fitness test from the YIND suggested Hospital and should have good and fit health certificate at the time of Joining.

6.8. Interview expense

The interview expenses are reimbursed only for Manager candidature and above. Based on the discussion agreement with the candidate, on the distance and time to travel for interview at YIND. HR to fix and get proper authorized approvals on expense reimbursement before pay off.

6.9. Settle payment for recruitment services

If the candidate has joined through a placement consultant the HR Manager shall make necessary arrangements to pay the placement fees, one month after the candidate joins the organization.

In case professionals are selected through employee referrals, the same details shall be communicated and pay out should be advised through salary process. **Referral fee shall be**

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paid as per Referral Policy.

6.10. Flexibility

There may be some differences in salary fixation between positions, but within department / function there must be consistency.

6.11. Validity & change

The policy will be reviewed once in 2 years and will be approved by MD. Management reserves the rights to change as and when required.

7. RELATED DOCUMENTS

- Manpower Requisition Form
- Interview Rating Form
- Reference Check form
- Appointment Letter.

8. REVISION HISTORY

Date	Rev	Reason for Revision
22.11.2011	A	Initial Release
26.03.2012	B	Procedure Updated
27.02.2013	C	Procedure Updated
05.03.2015	D	Company LOGO Change
17.08.2017	E	Format Updated
01.10.2017	F	Signature Authorities Updated

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