

# Recruitment Process

*Human Resources Procedures  
V2 - 2021*



# RECRUITMENT POLICY

At Allfunds Diversity recruitment is part of the overall business strategy and reflects our Core Values put into action. Its purpose is to expand the pool of qualified candidates from which to create a workforce representative of the community in a transparent way ensuring the equality and professional treatment of candidates.

## Scope

This policy applies to all stakeholders involved globally in this process (Recruiters, Hiring Managers, ...)

Human Resources will lead this process assuring it takes place and it is documented through the different milestones defined below.

## Sourcing Candidates

Sourcing candidates means recruiters (internal or external) are looking for candidates who have the skills and qualifications the company needs for a specific job or category of positions. A diversity recruitment policy for sourcing candidates might mean a recruiter could use a variety of methods to source candidates developing contacts to find both active and passive job seekers.

A diversity recruitment policy also means that recruiters could diversify their methods by incorporating searches for both active and passive job seekers. Job vacancy notices, advertisements and postings drive the active job seeker's search basically done by Infojobs, our web page [www.allfunds.com](http://www.allfunds.com) and job posts in LINKED IN.

Moreover, we also might drive passive job seekers' interests. Passive job seekers usually are happy in their current positions. Yet, we do use LINKED IN direct searches and also through external seekers (Headhunters) to reach those passive job seekers.

## Supplementary Methods

We may include as part of our diversity recruitment policies, the use of professional associations and public sources to complement recruitment practices. In addition, we might collaborate with colleges and universities to expand the pool of potential job candidates.

## Selection Process

Although selection process does not focus solely on "diversity", as selected candidates must always be in the best interest of the company's need for skills and qualifications that help the organization reach its business goals; the hiring manager should consider our diversity recruitment policy, along with the candidates' job qualifications and professional characteristics to determine which prospective employee is a good fit for the organization.

## Recruitment process elements

1. **Getting started:** In order to establish a great process, planning is key, so basic things have to be insured since the beginning:
  - **Budget:** Salary budget should be agreed and approved before a candidate search begins and ID position should be also assigned.
  - **Hiring Request /Job Description:** The Hiring Request procedure should kick off the process together with an updated job description to be used to begin the search.
  - **Stakeholders:** Identification of who must be on each hiring team and where each stakeholders' steps into the hiring process.
2. **Recruiting internally:** We like to promote our internal talent and therefore offer development opportunities to our employees. We advertise our vacancies internally to provide transparency and career prospects within the Company. If an internal candidate is interested in a vacancy, they will apply directly through Human Resources.
3. **Recruiting externally:** After advertising internally, the job usually goes live across job boards and candidate channels. The listing will usually be kept live as candidates are qualified by the recruitment team.
4. **Screening applications:** The set recruitment team will review candidate applications as they come through their portal or ATS. Recruiter will select candidates to move forward in the process based on qualities agreed with the hiring manager. Those who do not make the cut will be informed that they have not made it further.
5. **Phone or video screening:** The recruiter will arrange a phone or video screening with candidates who fit the initial qualifications. A further selection will be made at

this point to determine which candidates will move on in the process to meet the hiring manager or team.

6. **Selection tests:** Job trials, psychometric tests for recruitment, and other selection tests are not uncommon in many selection processes. These will help test the skill level, experience, and cultural fit of a candidate to help narrow the selection of candidates.
7. **In-person / remote interview:** Processes include one or more in-person interviews with candidates. These are usually held with the hiring manager or team and are coordinated by the recruiter.
8. **Selected candidate and offer letter:** After agreeing on the selected candidate, an offer letter will be handed to the future employee. HR will start the onboarding process following the different milestones and ensuring a good start
9. **Reference checks:** Reference checks is a standard last step in our recruitment processes. These help the decisionmakers verify the candidates' skill and experience to avoid fraud and ensure the quality of hire.

After employee's starting day, there are several milestones to cover internally during the first year. A successful recruitment process relates also to a successful onboarding process and the right management follow up to guarantee the exact fit. A clear expectation setting and constant feed-back are fundamental to the healthy accomplishment of this course.