

RECRUITMENT / TALENT ACQUISITION

HR TIPS PRACTICAL,
THAT CREATE RESULTS
MAGICAL!!



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NURTURING EXCELLENCE

PROCESS AND
FORMATS ARE
AVAILABLE IN THE
“MAGIC BOX”
SECTION OF OUR
WEBSITE
**WWW.FINESSENOW.
COM**

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MANPOWER REQUISITION FORM



- Confirm the requirement
- Internal (Internal Job Posting or external hiring)
- Head hunt (from which Organization)
- New Position (not budgeted)
 - Manpower dimensioning

SAMPLE DIMENSIONING



Retailer	Frequency	No of retailers	Visits / Month
A	Daily	50	1300
B	Twice a week	100	800
C	Once a week	150	600
			2700

Visits by a sales person – 24 days into 20 visits = 480 visits

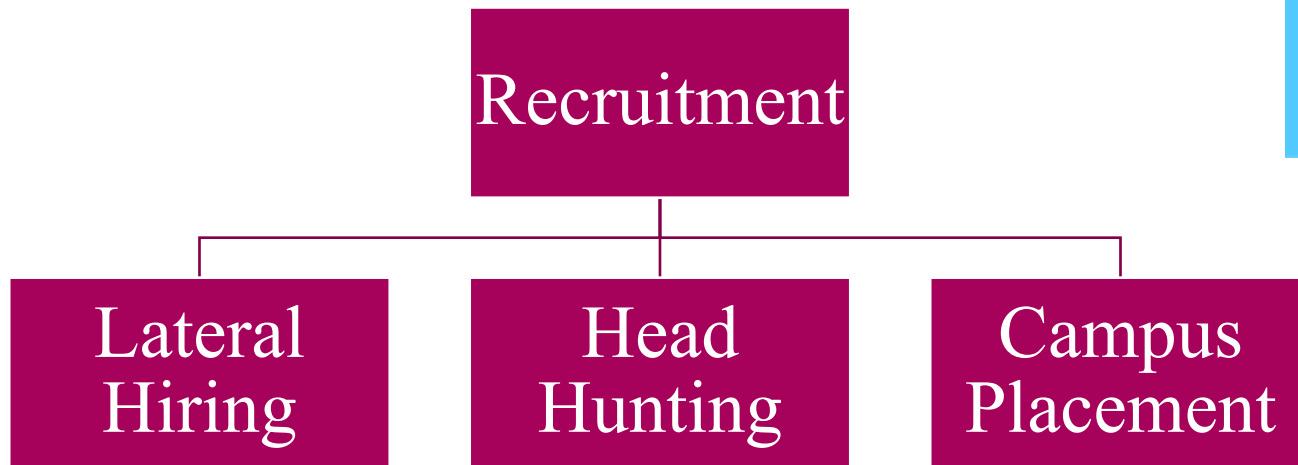
Total Manpower will be 2700 divided by 480 = 5.625

JOB DESCRIPTION



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- Interactions
- Place in Organization Structure
- Offers
 - Key words in search
 - Greater clarity



PORTAL



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- Broad search and filter effectively
- Salary Band
 - profile may not be updated
 - Salary expectation
- Key words Recency
- Frequency of CV download

HR ROUND



- Specifications of JD –
Location, Salary, education, experience
- Cultural Fitment
- Stability factor
- Growth story



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FUNCTIONAL ROUND

- Video Introduction
- Functional assignment
- Competencies using STAR technique
- Overall Gel

PRE OFFER

- Salary Slip
- Bank Statement
- Reference Check
- Agreement on Salary
- Broad Policy Framework



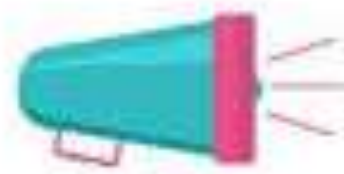
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OFFER TO JOINING RATIO

- Acceptance of offer
- Resignation
- Organizational Update
- Visit



- Create apostles out of rejected candidates
 - Regret letter
 - Regret call
- Community

EMPLOYER BRANDING

PROCESS & FORMATS AVAILABLE AT

- www.finessonow.com in the Magic Box section of the website
- Recruitment process, MRF, JD, Offer letter, regret letter, Interview assessment form



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HR Tips Practical,
That create results magical!!

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