



EQUITY FOUNDATION – HUMAN RESOURCE POLICY

Recruitment procedure: -

REQUISITION FOR STAFF:

- A written requisition for recruitment of staff is to be submitted to the HR unit in order to initiate the recruitment process.
- It should contain the job description / job profile of the proposed staff as far as possible.
- Clearly mention the competencies required with minimum academic qualification required for the post
- If the post requires previous experience, this should be specifically stated for how many years and from what type of organisation
- The requisition should also mention the name of the project where s/he will be absorbed and for what period.
- The amount of salary proposed and whether there is a provision in the project.
- Any other relevant information justifying the recruitment
- The requisition should be made by the unit / divisional head / the designated person responsible in this regard.

APPROVAL FROM EF HR UNIT

On receipt of the above requisition, the HR unit will start the actual recruitment process or may ask for more information from the unit, if required. After having satisfied with the requirement, the HR unit will put an approval note on the face of the requisition as to the next steps to be followed.

INTERNAL SEARCH

In some cases of recruitment for key positions of a new project, if the Organisation feels that the position should preferably be filled up from among the EF experienced personnel for the greater interest of the project, the institute may open the position to its existing employees through internal notice followed by the normal interview process.

SHORT LISTING OF CANDIDATES

From among the applications received a list of candidates to be prepared to be called for an interview as per the published criteria. The candidates may be called for interview through

- Call letters
- Telephone calls
- Walk in interview

FORMATION OF RECRUITMENT BOARD

The HR unit will constitute an interview board to conduct the interview. The board members include-

- Staff members
- Sometime, resource person from outside

For direct recruitment of Programme Officer, the recruitment Board will comprise of at least two Assistant Directors and one from Deputy Director and above.

CONDUCTING INTERVIEW:

- The scrutiny of original testimonials of candidates to be carried out.
- Candidates' registration sheet to be signed by each applicant
- For recruitment in the post of Programme Officer and above, outstation candidates will be not provided with travel expenses for attending the interview.

The interview process may include all or any of following method-

- Written test
- Computer test
- Group discussion

ISSUE OF APPOINTMENT LETTER:

Now based on the recommendation report, the HR unit will issue the offer letter for appointment. Upon acceptance of the said offer letter, the HR unit will proceed to issue the appointment letter in the form of-

- Assignment letter or
- Agreement for employment

JOINING AND ORIENTATION OF NEW STAFF:

Now the selected candidate will join the service on the agreed day and will officially inform her/his joining by-

- A written 'joining letter' to the office
- This will have to be accepted by the concerned departmental head and forwarded to the HR unit
- Individual file will be created with all the relevant documents of the new appointee.
- A personal record form will be prepared immediately
- Staff identity card will be issued by the institute
- The new staff member will undergo an orientation programme after joining the service.

Performance review – For all categories of staff, yearly review of performance are made. Based on this review report, salary increments and/or shifting to next level or fresh contracts in the same / higher grade is made.

Annexure: Performance review form

Salary Payment – The salary payment is made on the 5th of every month or if it is a holiday on the previous day. The date of payment may change due to unavoidable circumstances but attempt is made to strictly adhere to the 28th day of the month. Salary payment is made through crossed a/c payee cheque or cash. If anyone is unable to collect his/her salary on the payment date, then it might be collected on a mutually convenient date. Also any one may claim salary, on his/ her inability to collect the same, through a properly executed authorization letter.

INDUCTION TRAINING

Need for induction of new recruits:

Induction training is a process by which a new employee is situated into a new milieu to establish a relation with the goal, objectives, mission, vision, practices, policies and strategies of the organization. It is a strategic means to welcome a new entrant and in the process to make him /her feel acknowledged as an honoured member of staff.

Designing of the Induction Training:

New recruits in fact need extensive orientation in the concerned issues.

However keeping in mind the basic need this has been designed for five days.

The participants would interact with the administrative personnel; undertake field visits to the various units & divisions. Any further required clarification needed can be taken up later during the service period of the individuals.

Objectives of the induction training: at the end of the training participants would be able to:

- State the mission & vision of EF.
- Describe the work carried out by various EF divisions.
- Describe organizational structure, system & style of functioning
- Explain EF's program.
- List out the administrative rules & regulations.
- Explain EF's role as support organization.

LEAVE

Leave cannot be claimed as a matter of right and management has absolute discretion in this matter. Currently the following types of leave are available:

(a) **Casual Leave** – This should not exceed more than two days in a row.

At present that no. of casual leave in a year is eight for all categories of staff. Non-availed casual leave of one year cannot be carried forward to the following year/s. Also, casual leave cannot be considered for encashment.

(b) **Sick Leave** – Application for sick leave should be submitted on the date of resumption of duty along with medical certificate. The no. allowed in a year is 7 for all categories of staff. This is also not en-cashable.

(c) **Earned Leave** – Prior approval is absolutely essential in case of earned leaves. The no. allowed in a year for all categories of staff is 15.

In case of regular employees, non-availed earned leave in a year can be accumulated up to 240 days and be carried forward to the following years and is considered for encashment at the end of service period.

In case of contract employees, non-availed earned leave in a year can be accumulated and be carried forward to the following year/s and is considered for encashment at the end of contract period.

(c) **Compensatory Leave** – this is allowed for all categories of staff for working on holidays and weekly off days. For duties on weekly off days and institute holidays, prior written permission of the immediate higher authority is required to be obtained. After having worked on holidays and weekly off days, an application duly approved by the immediate higher authority along with the permission should be submitted to the leave section for recording.

- Any staff member, regular or contract, undergoing any training on institute holidays and weekly off days will not be entitled for compensatory leave.
- In case of regular employees these leaves should be consumed within the calendar year.
- In case of contract employees these leave should be consumed within the contract period. If the contract is for more than one year, it should be consumed on year to year basis.

PROMOTION POLICY

For employees at the levels of Project Worker, Project Assistant and Sr. Project Assistant, the criterion for promotion would be competence and experience. For promotions at the levels of Project Associate and Sr. Project Associate the criterion would be knowledge, competence and experience. For consideration of promotion to the post of Project Officer and above,

educational qualification will remain as an additional requirement in general. However, special considerations of promotion from the post of Senior Project Associate to the post of Project Officer may be made on a case-to-case basis at the discretion of the Director.

Renee Rong

Manjivastwa

Manjivastwa



Employee Self-Evaluation

Employee _____

Date _____

List objectives which were met or exceeded during the performance review period.

1. _____
2. _____
3. _____
4. _____

List objectives which were not met during the performance review period.

1. _____
2. _____
3. _____
4. _____

List your key strengths.

1. _____
2. _____
3. _____

List your performance areas that need further development.

1. _____
2. _____



EMPLOYEE PERFORMANCE REVIEW

Employee Information

Employee Name: _____ Date: _____
 Department: _____ Period of Review: _____
 Reviewer: _____ Reviewers Title: _____

Performance Evaluation	Excellent	Good	Fair	Poor	Comments
Job Knowledge					
Productivity					
Work Quality					
Technical Skills					
Work Consistency					
Enthusiasm					
Cooperation					
Attitude					
Initiative					
Work Relations					
Creativity					
Punctuality					
Attendance					
Dependability					
Communication Skills					

Opportunities for Development

Reviewers Comments

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this performance evaluation.