

## PROCEDURE FOR RECRUITMENT AND SELECTION

### 1. Purpose of this Procedure

Recruiting and selecting the right talent is crucial to the success of La Sentinelle Group and its challenge to retain a workforce of high profile. This Recruitment & Selection procedure is being proposed with a view to ensure that the best people are recruited on merit and that the recruitment process is free from bias and discrimination, and also that there is full compliance with all legal requirements.

### 2. Overview of process

- Assess the need for the job and ensure there is adequate funding for it.
- Review the job description to ensure that it meets present and future requirements.
- Review the person specification to ensure it meets the requirements of the role.
- Attract candidates.
- Interview and test (short-listed candidates).
- Validate qualifications and references.
- Make offer of employment.

### 3. Offer of Employment

Every contract of employment should be duly signed and submitted to the HR Department along with the following documents:

- Duly filled Employee Data Sheet
- Employee Declaration Form (EDF)
- Copy of Identity Card
- Copy of Bank Account Number
- Copy of utility Bill (3 months recent)
- Wedding Certificate (if any)
- Birth Certificates of Children (if any)
- Attestation & Certificates (if any)