

CARGO HANDLING CORPORATION LIMITED

**RECRUITMENT
AND
SELECTION MANUAL**

RECRUITMENT AND SELECTION POLICY

RECRUITMENT AND SELECTION POLICY

INTRODUCTION

Recruitment and selecting the right people is of paramount importance to the continued success of the Corporation. The objective of this Recruitment and Selection Policy is to ensure that the best people are recruited at the right time based on merit and that the recruitment process is free from bias and discrimination. Whilst promoting fairness, the Corporation also ensures that it fulfils its legal requirements as per Employment Rights Act and its commitment to Equal Employment Opportunity and other Legislations. The CHCL which is an equal opportunity employer also promotes the employment of disabled persons.

1.0 Recruitment and Selection Process

Recruitment of Employees at the CHCL is made by the Board. The Staff Committee which is an emanation of the Board is responsible for making recommendations for recruitment of all staff, to the CHCL Board.

The designed recruitment processes are such as to ensure:

- (i) That vacancies are filled within minimum delay;
- (ii) The appointment of the best fitted and qualified candidates on the basis of merit and equal opportunities; and
- (iii) That canvassing of any kind with a view to influencing any selection panel will lead to disqualification.

In ensuring that the above is fully complied with, the Corporation adopts the following procedures in the recruitment/selection process which is in line with the 'Best Practice Guide' on Recruitment and Selection in Parastatal Bodies' prepared by ICAC in 2008, in order to allow for transparency, accountability, fairness and integrity in the process.

RECRUITMENT AND SELECTION POLICY

1.1 Filling of Vacant Post

Prior to considering filling of any vacancy, the Head of Department concerned is required to submit a formal request to Management and/or the Managing Director indicating the need with full justifications for filling of the vacancy.

1.2 Advertising Policy

Vacancies are normally advertised internally and in the event, Management is satisfied that there is no internal candidate, the post is then advertised externally. However, for senior posts at Management level, the Company may advertise concurrently both internally and externally.

All advertisements are published widely through circular notes (for internal advertisement), CHCL website and Press advertisement.

1.3 Mode of Application

CHCL as a matter of policy does not consider unsolicited applications.

All applications should be strictly made as defined in the corresponding advertisements and all other modes of applications will entail automatic rejection of the application.

1.4 Proper Records of Recruitment/Selection Process

A proper record system will be implemented for the recruitment and selection functions. For each recruitment exercise, a recruitment file is being maintained. The file will :-

- (i) Contain all documents duly referenced
- (ii) Contain records of all decisions taken; and
- (iii) Be kept under the safe custody of the Human Resources Manager.

RECRUITMENT AND SELECTION POLICY

At the time of opening, all applications are stamped with the corresponding date and signature of the Responsible officer.

Late applications are properly marked "Late Application" and the date of receipt properly recorded.

All applications received will be kept in pack files with clear indication of the post and the advertisement date. The number of pack files for each post will also be indicated and will be safely kept.

A proper database of applications in the form of a master list of applications received for each post will be kept. All applications received will be included in the master list and details recorded in the master list will be checked and signed by another officer to detect errors and/or omissions.

Applications received will be systematically recorded and an index containing details of the folio number and corresponding applicants' names will be placed on the front page of every official file.

1.5 Acknowledgement of applications received

All applications received for a particular advertised position will be duly acknowledged by the HR Department. Management also ensures that applicants are informed in case of **Late applications**

NOTE :- Applications received when there are no advertisements (unsolicited applications or vacancies) will not be processed nor any acknowledgement letter will be sent to the senders of such application/s.

RECRUITMENT AND SELECTION POLICY

1.6 Screening of Applications

The criteria for screening of applications will be set in line with the criteria set out in the advertisement of the vacant position.

Any change brought to the selection criteria will entail cancellation of the exercise and re-advertisement of the post.

All applications received within the closing date will be screened by officers of the HR Department. The latter will thereafter submit a Report specifying the number and details of all candidates meeting the requirements of the post as advertised.

The Report will indicate the following:-

- (i) Number of applications received
- (ii) List of applicants who meet the requirements as per advertisement
- (iii) List of applicants who do not meet the requirements.

1.7 Short Listing Committee

Following the report of the HR Officers, Management will set up a Shortlisting Committee comprising of one senior HR Staff and two independent members.

The Committee aims at reducing the number of qualifying applicants to a manageable size for the purpose of selecting the most suitable candidates by the Staff Committee. The Committee has to establish shortlisting criteria. It may well recommend such test/examinations as it deems appropriate in its Report to be submitted to Management. The Shortlisting Committee Report should contain:

- (i) A list of candidates shortlisted
- (ii) A list of candidates who were not shortlisted together with appropriate justifications.

The report will be submitted to the Staff Committee.

RECRUITMENT AND SELECTION POLICY

1.8 Interview of Candidates by the CHCL Staff Committee

Shortlisted candidates will be formally convened for interview at set date and time for interview by the Staff Committee on pre-established criteria. The members of the Staff Committee will be required to mark candidates and submit the properly filled Evaluation Form/s to the Secretary of the Staff Committee.

The formal minutes of proceedings with regards to the above exercise should be approved by the Staff Committee prior to being forwarded to the Board of Directors for ratification. The minutes of proceedings shall indicate:

- (i) Composition of the Interview Panel
- (ii) Brief on the post advertised
- (iii) Date of interview
- (iv) Assessment Methods
- (v) Number of candidates called for interview
- (vi) Ranking of candidates
- (vii) Recommendation of Interview Panel
- (viii) A waiting list to whom offers may be made in case any selected candidate declines the offer.

Following the Board of Director's approval, the selected candidate/s will be called in to receive their formal job offer.

2.0 Conflict of Interest

CHCL ensures that staff are aware of Section 13 of the POCA 2002 which deals with conflict of interest. As such, all officers involved in the Recruitment and Selection exercise are fully briefed.

The CHCL also ensures that officers declare their interests and abstain from participating in any part of related processes whenever such situation arises. Such statement should be

RECRUITMENT AND SELECTION POLICY

formally recorded and mentioned in any of the reports that the officer/s called upon to participate in the recruitment and selection process may be required to produce.

3.0 **Strengthening Ethical Regime at CHCL**

The CHCL ensures that the Recruitment and Selection and Employment of all staff are subject to integrity checks in requesting that prospective applicants do submit certificate of character and/or testimonial from previous employers.

Approved by the Board of Directors on 07 November 2014.