

Guyana-based Hiring Process

	Step	Action	Responsible
1.	Job Open	Hiring Manager communicates the need to the Recruiting team	Mike Phillips
2.	Job Open	Job is opened in Bamboo	MP
3.	Job Open	Reach out to the entire team to obtain referrals	MP
3.	Job Open	Job is posted on sites (e.g., Skilled Guyanese)	MP
4.	Job Open	Confirmation email sent to HM, "job is open and posted."	MP
5.	Job Open	Technology equipment inventory confirmed. If no equipment, MP orders through AR/CH or locally.	MP
6.	Resume Review	Resumes are reviewed in Bamboo	Recruiting Team
7.	Interview Process	Candidates are called via phone for an interview. Only when candidates cannot be reached by phone is an email/text/Calendly sent	RT
8.	Interview Process	Initial Video Phone Screen is conducted (See Screening Questions Guide). Screening results are entered into Bamboo by RT	RT
9.	Unsuccessful Candidates	Unsuccessful candidates are sent a rejection email	RT
10	Interview Process	Successful Candidates: HM video interview is scheduled. Calendar invite is sent to candidate and HM. Link to Bamboo profile is included in calendar link	RT
11.	Successful Candidates	Successful Candidates: As necessary, HM schedules candidate to 2nd interview	HM
12a.	Unsuccessful Candidates	Unsuccessful Candidate: Enters notes in Bamboo	HM
12b.	Unsuccessful Candidates	Unsuccessful Candidate: Communicates to RT the candidate is unsuccessful	HM
12c.	Unsuccessful Candidates	Unsuccessful Candidate: Sent a rejection notice	RT
13	Offer	Start date is confirmed between HM & RT	RT
14a.	Successful Candidates	Successful Candidate: Verbal offer is made <u>voice-to-voice</u> via phone or video call.	HM
14b	Successful Candidates	Successful candidate: Offer is sent to the candidate through Bamboo	MP

14c	Successful Candidates	Onboarding documents are sent to the candidate. See Onboard List below	MP
15	New Employees	Candidate onboarding inventory is reviewed	MP
16	Onboarding	Arrangements are made for the delivery of technology. See the technology list below	MP
17	Onboarding	Confirmation is sent to HM that technology has been delivered	MP
17	Employee	A calendar invite is sent by RT to HM for an 80-day review. Since the probationary period is 90 days, the 80-day review is time for the HM to confirm with HR that the employee can transition to a new, permanent contract	MP
18	Employee	Employee is sent new employment contract after 85 days	MP
19	Employee	Employee is sent insurance enrollment documents after 85 days and after the employee has signed the new agreement	MP
20	Employee	Insurance is initiated immediately after the 90th day	MP
21	Technology	New Employee's Gmail Set Up, Ring Central, ActivTrak	CH, MK

Technology List

1. Laptop
2. Headset
3. Monitor
4. Mouse
5. Keyboard
6. Cooling Fan
7. Battery Backup