

RECRUITMENT, SELECTION AND PLACEMENT
STANDARD OPERATING PROCEDURE

	Process	Responsibility	Timelines
1	Approval of role creation	BOT	
2	Job Profiling	LM	1 week
3	Job Evaluation	HC	1 week
4	Sign off on job grade	LM	2 days
5	Allocation of role to recruitment agency	HC	1 day
6	Receive quote from agency	HC	4 days
7	Requisition and PO generation	HC/SCM	2 weeks
8	Project initiation brief	HC/LM	1 day
9	Draft advert & sign-off	HC/LM	1 week
10	Post advert internally and externally	HC	1 week
11	Receive CV's, draft and present applicants longlist	HC	2 weeks
12	Arrange panel & set up interviews	HC	3 weeks
13	Develop interview pack	HC/LM	1 day
14	Conduct interviews	HC/LM	1/2 days
15	Conduct Psychometric Assessments and any other test batteries	HC	1 week
16	Present Assessment Results and prepare Recruitment Report signed off by Recruitment Panel and HC	HC/LM	1 day
17	Prepare and present Employment Offer	HC/LM	2 weeks
18	Placement and On-boarding	HC	+ - 4 months

- * Timelines are estimates and based on worst case scenario.
- * Dark grey shaded processes apply to newly created roles.
- * Light grey shaded processes apply to existing vacancies incl. new roles.
- * LM and Panel availability are key to timeous filling of vacant roles.