

	Issue Date: Sept 2015 Effective Date: Oct 2015	AYA/HRD/RNS/1/003 - Issue: 1.0
HUMAN RESOURCE DEPARTMENT RECRUITMENT & SELECTION POLICY		FOR BOD APPROVAL

1. Purpose

AYA Bank is committed to attracting and retaining high-performing staff that make a valuable contribution to the Bank’s ongoing success. Effective Recruitment and Selection is thus essential to the delivery of the Bank’s strategy in the appointment of candidates best suited for the position. With this Policy, the Bank aims to fill in the right persons in the right place to most effectively carry out the Bank’s functions for the success of the Bank.

2. Recruitment and Selection Policy

2.1 The Recruitment and Selection will be done based on the Manpower Plan approved by the Human Resource Committee or the Executive Committee. For cases where there are new positions created or increased manpower requirement due to business expansion, this has to be approved on a separate case by the Human Resource Committee and again the Executive Committee. Heads of Departments or Heads of Regions will submit requests to the Human Resource Department, Recruitment & Selection Section and Head, Human Resource will submit to respective Committees for further approvals. All Heads of Departments and Regional Heads should take into consideration the branch and bank expansion plans and draw up a Manpower Plan and submit to Human Resource Department on a quarterly basis.

2.2 Requesting departments should send the Job Description and Job Scope of required positions to the Human Resource Department.

2.3 Human Resource Department will then make vacancy announcement (internal/ external) and carry out relevant procedures such as: -

- CV Screening
- Written Test
- Personal Interview (Panel Interview)

For panel interviews, the Panels will include:

- Executive and Above
- Executive Director (or) Head, Human Resource
 - Head, Requesting Department (or) 2nd In-Charge
 - Head, Relevant Department (or) 2nd In-Charge

Junior – Senior Banking Asst; - 1 Officer from Human Resource Department

Non-Clericals - 1 Officer from Requesting Department

- 1 Officer from Relevant Department

2.4 The Human Resource Department will function with the guidance of the Human Resource Committee and is responsible for the appointment of all employees for AYA Bank – either for Head Office Departments or branches.

2.5 Human Resource personnel supporting each Region will do up a Manpower Plan and to be approved by the Human Resource Committee and the Executive Committee and all processes and procedures will be as mentioned in Para 2.3.

2.6 Human Resource personnel supporting each Region will be responsible for updating Personnel Data for their specific regions.

2.7 Appointment of any daily wages employees should also be as per the Manpower Planning.

2.8 Information regarding any newly-appointed staff should also be sent out to respective Heads of Departments/ Regional Head/ Branch In-Charge.

2.9 Types of Appointments in AYA Bank

2.9.1 Employee on Probation

2.9.2 Permanent/ Confirmed Employees

2.9.3 Contracted Employees

2.10 When Vacancy arises, the Human Resource Department will seek to fulfill from internal sources either through transfers or promotions (in compliance with Transfer Policy). Once appointed, the employee will be able to enjoy all AYA Bank staff benefits as stipulated in the Compensation and Benefits Policy.

2.11 Recruitment and Selection of all staff will be based on the stipulated Job Description, the Job Scope as specified as well as based on the required qualifications and skill sets specified in the Manpower Request.

3. Equal Opportunities in Recruitment

AYA Bank has a Non-Discrimination Policy that also applies to the Recruitment process and must be complied with at every stage of the recruitment process. This means that prospective applicants should not be discriminated against either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, cultural or religious beliefs, disability and age. In addition candidates should not be discriminated against based on pregnancy.

Preparation of job descriptions, person specifications, advertisements, short-listing, interviewing and selection of applicants should reflect a commitment to achieving and maintaining equal opportunities within the workplace.

Related Document:

AYA/HRD/RNS/2/003 Recruitment & Selection Procedure



AYA Bank