**Annexure 4 – Templates on Recruitment Planning (HR 005A – HR 005M)**

**HR 005A** – **Manpower Requisition Form**

|  |  |
| --- | --- |
| RequestorName | Division |
| Designation | Date  |

|  |
| --- |
| Areas to be considered |
| Position/s to be filled and the number |  |
| Date required  |  |
| Replacement is due to (Pl tick)  | Resignation TerminationPromotion Transfer |
| Vacancy to be filled from (Pl tick)  | Within Outside |
| If an existing position becomes vacant the following need to be considered: - Is the position needed in its current form?- Possibility of improving the scope of the position  |  |
| Qualifications Required  |
| Academic qualification |  |
| Professional qualifications |  |
| Experience |  |
| Skills and behaviours  |  |
| Roles and Responsibilities |  |
| Reporting line |  |
| Authorization |
| HR division evaluation comments:  |  |
| Date of submission to the Committee by HR:  |  |
| Committee approval – comments (approved / not approved)Signature of committee member: |  |
| Date |

**HR 005B -** **External Advertising Check List**

|  |  |  |
| --- | --- | --- |
| Areas to be considered | Details | Comments |
| Decide on the desired size of the advertisement , media and the publisher - Ensure the adherence to the advertisement budget |  |  |
| Send a softcopy of the job advertisement to selected media  |  |  |
| Decide on the dates for advertising  |  |  |
| Update the [CSO’s Name] website within 3 days from advertising |  |  |
| The title of the job  |  |  |
| Main purpose of the role |  |  |
| A brief description of the duties associated with the job and the Reporting Line |  |  |
| The requirements including formal qualifications and experience |  |  |
| Contact name and the number, e-mail address |  |  |
| Closing date for applications |  |  |
| Request for minimum references |  |  |
| Specific details on terms and conditions of employment if required |  |  |
| Agreed and authorized by ………………… …..………………………HR Manager Relevant HOD |

**HR 005C - Initial Screening Purpose (All applications)**

|  |  |  |
| --- | --- | --- |
| Candidate’s Name | Application method (Post, E-mail, Fax) | Application Comments |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**HR 005D - Brief Summary of all Eligible Candidates**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Age | Application Method | Qualifications | Working Experience | Contact Details | IQ Examination Marks | Comments |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

**HR 005E - Summary Information**

|  |  |
| --- | --- |
| Vacant Position |  |
| Number of Applications Received via | Late Applications | Invalid Applications |  Valid Applications  |
| Postal |  |  |  |
| Fax |  |  |  |
| E –mail |  |  |  |
| Total |  |  |  |
| Number of Applicants Short Listed through IQ Examinations and / or called for Interview  |  |
| Number of Applications interviewed |  |
| Applicants Found Suitable |  |

**HR 005F - Interview Rating Form**

|  |  |
| --- | --- |
| Part I |  |
| Applicant Name | Interview Date |
| Applied Position | Job Reference No |
| Interviewed by |  |
| Academic Qualifications |  |
| Possess additional qualifications related to the job (5) |  |
| Strictly above requirements (4) |  |
| Meets requirements (2) |  |
| Below Requirements (1) |  |
| Related Work Experience |  |
| Possess additional experience related to the job (5) |  |
| Strictly above requirements (4) |  |
| Meets requirements (2) |  |
| Below Requirements (1) |  |
| Literacy |  |
| **\*** IT |
| Exceptional (5) | Fair (2) |
| Good (4) | Below Average (1) |
| **\*** English |
| Exceptional (5) | Fair (2) |
| Good (4) | Below Average (1) |
| **\*** Any Other | Specify Language |
| Exceptional (5) | Fair (2) |
| Good (4) | Below Average (1) |
| Physical Characteristics |  |
| \*Age |  |
| \*Appearance/ Attire |  |
| Highly Acceptable | Acceptable |
| Below Average | Poor |
|  |  |
| \* Bearing/Deformation |  |
| Nil (5) | Acceptable (4) |
| Below Average (2) | Cannot fulfill the job (1) |
|  |  |
| Any Agreement or Service bond with the previous or existing Employee, or with government or any funding agency | Yes……..... No………..  |
| Part II (Appraisal of Candidate’s Personal Qualities) |
| Personal Qualities | Rating | Points | Comments |
| JOB KNOWLEDGE (Candidate’s knowledge of job being applied for) | (a) Above Average (b) Average (c) Below Average |  |  |
| SOCIAL SKILLS (Test candidate’s ability to interact with others)  | (a) Above Average (b) Average (c) Below Average |  |  |
| EMOTIONAL ADJUSTMENTS (Test candidate for adaptability and level of maturity) | (a) Above Average (b) Average (c) Below Average |  |  |
| MOTIVATION (Test candidate for initiative, drive and aspiration) | (a) Above Average (b) Average (c) Below Average |  |  |
| LEADERSHIP ( Test candidate’s leadership abilities) | (a) Above Average (b) Average (c) Below Average |  |  |
| ANALYTICAL SKILLS  | (a) Above Average (b) Average (c) Below Average |  |  |
| COMMUNICATION SKILLS (Candidate’s ability to talk and express his/her views and ideas) | (a) Above Average (b) Average (c) Below Average |  |  |

(a) Carries 5 points (b) Carries 3 points (c) Carries 1 point

Total Points for part I …………………

Total points for part II …………………

Total Points for Aptitude Test …………………

Total Points for all three parts …………………

OVERALL ASSESSMENT

Exceptional Good

Fair Below Average

Issues to follow up in a background check ………………………….

Issues to follow up in subsequent interview (if any) …………………..

INTERVIEWER’S NOTE:

Expected Salary ……………………..

Present Salary and Benefits ……………………

Notice Required ………………..

COMMENTS ………………………………………………………………………………………

……………………………………………………………………………………………………

DECISION OF THE INTERVIEW PANEL

Selected

Rejected

Name …………………… Designation ……………..

Signature …………………… Date …………………….

**HR 005G - Reference Check Form**

|  |  |
| --- | --- |
| Name of the candidate  |  |
| Reference check conducted By  |  |
| Referee Details |  |
| Name of referee | Designation |
| Name of the organization | Telephone No |
| Address | E- mail Address |
| Candidate Details |  |
| Name  | Date of Birth |
| Vacancy Applied For  | National ID card No. |
| About the Candidate  |  |
| Relationship with the candidate |  |
| How long have you know the candidate |  |
| The position and the duration that the candidate held in your organization  |  |
| Remuneration details |  |
| What were the duties of the candidate |  |
| His / her key strengths in terms of work |  |
| His/her key areas for improvement |  |
| Comments on his/her integrity |  |
| In your opinion will he/she be able to competently perform in this new position? |  |
| How well does the candidate work with peers and subordinates? |  |
| Given the appropriate situation and opportunity, would you re-employ the applicant? |  |
| Is he/she a team player, a leader or more of an independent worker? |  |
| Languages known |  |
| Capabilities to cope with unfamiliar situations |  |
| Any other comments |  |
| Date |  |
| Signature |  |
| Overall assessment of the candidate |  |
| Reasons for the recommendation  |  |
|  |  |
| Remarks , if any |  |
| Selected and confirmed by |  |
| Name | Designation | Signature |
|  |  |  |
|  |  |  |
| Date  |

**HR 005H -** **Report of Interview Panel**

|  |  |
| --- | --- |
| Position interviewed | Grade |
| Cost Center  | Job Reference number |
| Advertisement reference no. and date | Date of interview |
| No. of vacancies | No. of applicants applied |
| No. of applicants invited for the interview | No. of applicants attended for the interview |
| Members of the interview panel |
| The leader of the interview panel will be responsible for the selection of applicant/s |
| Name  | Designation |
|  |  |
|  |  |
| Recommendation of the Interview panel - We recommend the following Applicant/s for employment1.2.3.4. |
| Outcome of the reference check |  |
| Overall assessment of the candidate |  |
| Reasons for the recommendation  |  |
|  |  |
| Remarks , if any |  |
| Selected and confirmed by |  |
| Name | Designation | Signature |
|  |  |  |
|  |  |  |
| Date  |

**HR 005I - Specimen for Letter of Intent**

December 6, 2021

Mr. ………………………..

……………………………

Dear Mr.……………………

**Post of Project Coordinator**

This is with reference to the final interview for the above.

We are pleased to inform you that you have been selected to the Post of Project Coordinator of [CSO’s Name] subject to the six month period of probation.

As greed at the interview you will be paid a monthly salary of Rs 25,000/-. In addition, you will be given all other facilities enjoyed by the permanent employees of the [CSO’s Name].

Other conditions with regards to your appointment will be given with the Offer Letter.

Please let us know at your earliest date which you will be able to assume duties.

Thanking you,

Yours faithfully,

[CSO’s Name]

Chitra Doraliyadda

Human Resources Manager

**HR 005J - Specimen Letter of Appointment – Offer Letter**

HR/SH/App/CSO/2021/13

December 15, 2021

Mr.………………………………..

…………………………………………..

………………………………………..

Dear Mr.………………………..

POST OF PROJECT COORDINATOR

With reference to the interview held on November 6, 2021 for the above post, we are pleased to inform you that, you have been appointed to the post of Project Coordinator of [CSO’s Name] with effect from December 25, 2021.

The terms and conditions that govern the above appointment are enumerated below:

**1. Probationary Period**

You will be on probation for a period of six months from the date of your appointment, which may be extended at the sole discretion of the management of the company. During the period of probation or extended period of probation, both you and management are entitled to terminate your employment without any notice or without any reasons being assigned, or without any payment in lieu of thereof. It is considered the period of probation until you receive a letter confirming you in your appointment.

**2. Remuneration**

You will be paid a monthly salary of Rs 25,000/- . In addition, you will be entitled to any other allowances as approved by the [CSO’s Name] for the post.

**3. Provident Fund/ETF**

You will be entitled to Employees Provident Fund and Employees Trust Fund benefits. You are required to contribute 8% of your monthly salary for Employees Provident Fund. The Company will contribute 12% to Employees Provident Fund and 3% to Employees Trust Fund.

**4. Annual Salary Adjustment**

At the sole discretion of the [CSO’s Name] your salary will be adjusted taking into consideration your performance during the previous year and any other factors that the management would deem to as important

**5. Working Hours**

You will be required to work flexible hours as determined by exigencies of service. However, in general your working hours will be from Monday to Friday from 8.00am to 5.00pm and Saturday from 8.00am to 1.30pm inclusive of 30 minutes for lunch interval and 30 minutes for two tea breaks

**6. Leave Entitlement**

You will be entitled to 14 days annual leave and 7 days casual leave as set out in leave regulation of the company. Annual leave earned during any year will only be permitted to be utilized in the succeeding years.

During the probation period, you would be entitled to one day of casual leave for every two months in service.

**7. Medical Examination**

You will be required to undergo a medical examination carried out by the [CSO’s Name] before your confirmation, and your appointment will be subject to your being found physically fit to serve in any location or part of the Island.

**8. Termination**

If during your period of probation your service or conduct or attendance is unsatisfactory, your services could be terminated at any time during your period of probation or at the end of such period of probation.

If you wish to terminate your employment, you should give the [CSO’s Name] one calendar month’s prior notice or pay a sum of money equivalent to one month’s salary in lieu of such notice. The [CSO’s Name] reserves the right to terminate your service if your services are not required further by giving you one calendar month’s prior notice or by paying you a sum of money equivalent to one month’s salary in lieu of such notice.

**9. Retirement**

You will be retired on reaching the age of 55 years. Extension of service beyond 55 years of age will be at the discretion of the management.

**10 General Conditions**

1. Notwithstanding whatever so has been stated herein, your appointment could be cancelled with immediate effect in the event of any insubordination, in efficiency, indecency, misconduct, dishonesty, fraud, drunkenness, neglect of duties or violation of any terms and conditions contained herein.
2. You should not absent yourself from work without prior permission. Whilst you should be punctual in keeping with the normal working hours specified by the [CSO’s Name], you should register your attendance placing your finger print on the fingerprint machine kept for such purpose by placing your finger print at your time of arrival to work and your departure from work.
3. The functional activities to be performed by you are briefly given in the Job Description which is annexed hereto. This job description will be part and parcel of the appointment. Periodical assessment of performance will be carried out using the agreed upon performance indicators.
4. Whilst complying with orders and instructions given to you with regard to your work you should perform your duties very diligently and also maintain absolute secrecy regarding matters of the [CSO’s Name] or matters connected with the [CSO’s Name] which you would come to know in the course of your employment with the [CSO’s Name].
5. Your appointment is valid from the date on which you assume duties.
6. You should serve in any part of island; you are called upon to serve at the main office or any place located island wide.
7. Whether during or outside working hours or whether at the workplace or otherwise, you shall not conduct yourself in a manner which may, or is likely to cause to be calculated to cause damage to the reputation or activities of the [CSO’s Name].
8. You shall not either directly or indirectly, engage or be concerned in any other employment or receive fees or pay, from others for services rendered without the written consent of the [CSO’s Name]. Nor shall you engage, directly or indirectly, in any other business or occupation or activity for gain without the written consent of the [CSO’s Name].
9. You shall not receive or accept, whether directly or indirectly, except with the written consent of the Executive Director, any profit or commission or any other gain arising out of or from any business enterprise, undertaking or any contract in relation to the [CSO’s Name].
10. You shall not divulge either directly or indirectly to anyone at any time during the continuance (or after termination) of this contract anything pertaining to the affairs of the [CSO’s Name].
11. You agree that, in as much as you are entitled to your own political ideas and sympathies, you shall not engage yourself in any political activity of any kind whatsoever nor act in any manner to create the impression that your judgment in any matter is or may be tainted or influenced by political consideration.

In the event of you accepting this appointment, you should place your signature on the copy, of this letter of appointment stating whether you would agree to the terms and conditions stated herein and the job description and return the signed copy.

Thanking You,

Yours faithfully,

[CSO’s Name]

Luxman Perera

Executive Director

I accept the appointment on terms and conditions mentioned herein.

……………………………. …………………………..

Signature Date

**HR 005K – Sample Job Description Template**

JOB DESCRIPTION

|  |
| --- |
| Name of the Job Holder: Review Date:  |
| Job Title :  |
| Job Location:  |
| Reporting to: *(immediate supervisor or direct reports)*  |
| Other Regular Relationship: *(relationship with other jobs)* |
| Immediate Subordinates:*(who are under the direct supervision)* |
| Overall Purpose of Job: *(what is the reason for the existence of this job*)  |
| Key Tasks and Responsibilities:*(what key tasks have to be carried out)*  |
| Key Deliverables: *(what end results are expected from this job)*  |
| Limits of Authority: *(how much formal authority does the job carry)* |
| Resources Available to the Job Holder *(what resources does the job command)* |
| Principal Qualifications Required for Job*(what formal qualifications and what experience is required to perform the job satisfactory)*  |
| Performance Evaluation:*(how planning, monitoring and review is taken place)*  |

Signature ………………………………… Signature………………………………………….

Job Holder……………………………….. Immediate Supervisor………………………….

Date………………….. Date………………………..

**HR 005L - Personal Profile form**

Company

Logo

[CSO’s Name]

|  |
| --- |
| OFFICIAL USE ONLY |
| Employee Reference(EPF No) |  |
| Name of the Employee |  |
| Duty Station:  |
| Main Office | Division/Unit | Location | Other |
|  |  |  |  |
|  |  |  |  |

Affix

Recent passport size

PHOTO

PERSONAL PROFILE

|  |
| --- |
| PERSONAL DETAILS |
| Family Name with Initials:*(Mr./Mrs./Miss./Ms./Dr.)* | Name/s Indicated by Initials: *(Underline the calling name)*  |
| Address:*(Permanent Address)* | Contact Address:*(If different from permanent address)* |
| Telephone No:  | Facsimile No: |
| Mobile No:  | E-mail Address:  |
| Date of Birth: Age:DD/MM/YY MM/YY | Place of Birth: Nationality:  |
| Identification, Travel & Driving Authority *(indicate all identifications availed by you)* |
| Type of Identification | No | Date of Issue | Place of Issue | Other Information |
| National ID |  |  |  |  |  |  |
| Passport |  |  |  |  |  | Expiry |  |
| Driving License |  |  |  |  |  | Classes:  |
| FAMILY DETAILS |
| Full Name | Occupation/Place of Work or Study | Grade |
| Spouse:*(Single/Married/Divorced/Separated)* |  |  |
| Children: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Mother: |  |  |
| Father: |  |  |
| Sisters/ Brothers: |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| OTHER PERSONAL INFORMATION |
| Any non-academic awards, achievements or merits received:  |
|  |
|  |
|  |
|  |
| Membership of clubs, sports, hobbies, other interests and any other extracurricular activities: |
|  |
|  |
|  |
|  |
| LINGUISTIC SKILLS *(Indicate level of proficiency by stating Very Good, Good, Moderate, Basic)* |
| Language | Understand | Speak | Read | Write |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ICT LITERRACY *(Tick applicable level of proficiency by stating Advanced, Intermediate, Basic)* |
| Application | Proficiency |
| Basic | Intermediate | Advanced |
| MS Word |  |  |  |
| MS Excel |  |  |  |
| MS PowerPoint |  |  |  |
| MS Access |  |  |  |
| MS Project |  |  |  |
| MS Outlook |  |  |  |
| MS Explorer |  |  |  |
| MS Visio |  |  |  |
| MS Publisher |  |  |  |
| MS FrontPage |  |  |  |
| MS InfoPath |  |  |  |
| Zoom |  |  |  |
| Team  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| EMPLOYMENT DETAILS AT [CSO’S NAME] |
| Post Appointed to: | Location/Division: | Commencing: *(DD/MM/YY)* | Salary: Rs*(Per Month)* |
| Effective Date of Appointment:*(DD/MM/YY)* | Date of Retirement *(DD/MM/YY)* |
| Status of the Employment:*(Permanent/ Contract/Training/Other*  | Date of Confirmation (Due Date)*(DD/MM/YY)* |
| Current Remuneration Package: Basic Salary Rs.Other Allowance Rs.Total Salary Rs. | Other Benefits: *e.g. Transport*i)ii)iii)vi) |

|  |
| --- |
| GENERAL EDUCATION |
| FromMM YY | ToMM YY | School/College Attended |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| GCE (O/L) or Equivalent Year: Medium: | GCE (A/L) or Equivalent Year: Medium: |
| Examination Board: | Examination Board: |
| Subject | Grade | Subject | Grade |
| 1. |  | 1. |  |
| 2. |  | 2. |  |
| 3. |  | 3. |  |
| 4. |  | 4. |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| HIGHER EDUCATION – ACADEMIC & PROFESSIONAL QUALIFICATIONS *(Indicate chronologically ,starting with recent qualification acquired)* |
|  FromMM YY |  ToMM YY | University/ Institution Attended | Level of Qualification (*Cer, Dip, Degree, Masters, Profess. Exam .etc.,* | Main Field/Subject Area  | Performance |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |
| --- |
| PROFESSIONAL MEMBERSHIP *(Indicate chronologically, starting with recent membership)*  |
| Professional Body | Status of the Membership *(student/associate/chartered/fellow etc)* | Year |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| LOCAL & ABROAD TRAINING *(Indicate chronologically, starting with recent training/seminar/workshop attended)* |
| Institution/Place | Period | Course | Performance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| PUBLICATIONS/RESEARCH DOCUMENTS *(Indicate chronologically ,starting with recent publication paper presented)* |
| Title | Publications/Papers Presented & the Year |
|  |  |
|  |  |
|  |  |
|  |  |
| SIGNIFICANT ACHIEVEMENTS – ACADEMIC & CAREER *(Indicate chronologically ,starting with recent achievement)* |
| Institution | Achievement |
|  |  |
|  |  |
|  |  |
|  |  |
| CAREER PROGRESSION (*Indicate chronologically ,starting with present engagement to the first full time position held after leaving school/university)*  |
|  FromMM YY |  ToMM YY | Organization | Designation/Comprehensive Outline of Duties Carried Out | Salary Received | Reason for Leaving |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| RELEVANT SKILLS *(Indicate job related and other skills)* |
| Type of Skill | Skill Level |
| Job Related Skills: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Other Skills: |  |
|  |  |
|  |  |
| REFEREES: *(list the last two supervisors you worked with in sequential order and list two persons not related to you, who are not your supervisors and who are familiar with your character and qualifications)* |
| Full Name | Business/OccupationTitle | Email or Address | Phone Number |
|  |  |  |  |
|  |  |  |  |
| DECLARATION |
| 1. Have you been arrested, indicted or summoned to court as a defendant in a criminal
2. proceeding or convicted, fined or imprisoned for violation of law: Yes ; No:
3. Has your employment or assignment ever been terminated by an employer: Yes ; No:
4. Have you mentally and physically fit to work any part of the island: Yes ; No:
5. I certify that the statements made by me are all true, complete and correct to the best of my knowledge.

 …………………………………. ………………………. Signature of the Employee Date |
| INSTRUCTIONS |
| Please read carefully and answer each question clearly and completely. Type in “Gill Sans MT” and send copies with relevant certificates of education, character & experience, including a copy of the Birth Certificate and National ID and also send a soft copy or email at [CSO’s Name] reach the HR Manager on or before assuming duties. Please affix recent passport size PHOTO (Not older than 2 years) Singed Chitra Doraliyadda Human Resources Manager[CSO’s Name] |

**HR 005M - Key Performance Indicators on Recruitment Process**

|  |  |
| --- | --- |
| DESCRIPTION | MEASURES |
| Agreed time-scales | Adherence to the time scale agreed |
| Unfilled vacancies | The % of vacancies unfilled for more than 90 days will be subject to examination on a regular basis. |
| Feedback | Feedback received, during or after the process selection committee or internal/external candidates will be used, wherever possible, to evaluate the effectiveness of the process |
| Statistical analysis of the process on a regular basis  | Cost-effectiveness analysis of recruitment process  |
| Effectiveness of recruitment advertising  |
| Statistical validation of assessment methods |
| Equal opportunities monitoring |
| Retention and performance of the candidate selected. |