Procedure recruitment new employee

Below you can find a description of the recruitment procedure for the hiring manager. This procedure provides a clear overview of the division of tasks between HR and the hiring manager.

Note: costs for recruitment such as job boards and agencies are part of the HR budget. Therefore only the HR Manager has the authority to give approval for using certain job boards and (by exception) recruitment agencies. In order to ask a recruitment agency for their help, an expense request must also be submitted by the HR Manager to the ExCo.

1. Hiring manager completes the staffing request form (available on the HR NL intranet) and sends the staffing request to his/her ExCo member for approval. If the ExCo member agrees, he/she will forward the staffing request to the local HR Manager. HR completes the form and sends the staffing request to the ExCo Secretary. The deadline for submitting a staffing request to the ExCo Secretary is every Friday 10:00 am.

   For both expansion (additional employee / FTE) and replacement (for an existing position / FTE) a staffing request must be submitted. This also applies to on-call workers (replacement and extension), unless it is an on-call employee who only works in the weekends and during holidays (student). For vacancies at the farms (replacement and expansion), only a staffing request is required for management functions + the functions that reports to the management.

2. CFO forwards the decisions on the staffing requests to HR.

3. If the staffing request is NOT approved, HR informs the hiring manager, local HR Manager and ExCo member. The process ends.

4. If the staffing request has been approved, HR will inform the hiring manager, local HR Manager and ExCo member. HR Advisor does a job intake with the hiring manager and discusses, among other things, the following:
   - Which recruitment channels to use
   - Explanation of further procedure

5. HR Advisor sends the format for the job description (in case of a new job, needed for the job grading) and vacancy text, and, if present, a pre-existing vacancy text to the hiring manager.

6. Hiring manager adjusts the existing job description (if necessary) or creates a new job description. The hiring manager writes the vacancy text using the format of the vacancy text and the job description. Hiring manager sends the documents to the HR Advisor.

7. HR Advisor checks and finalizes the text. HR Advisor uploads the vacancy on the selected recruitment channels.

8. The Receptionist adds all applications in the correct folder on the O-drive and adds the candidates in the Excel overview.

9. Hiring manager reviews the applications weekly, completes the Excel overview on the O-drive and indicates the desired actions (invite, reject or on hold).

10. Hiring manager sends an e-mail to HR Advisor when candidates from the overview can be invited for an interview, including options when this can be scheduled and who the interlocutors will be.

11. HR Advisor carries out the desired action. If green ‘invite’: calls the candidate to invite him / her for a job interview, adds the appointment in the agendas of the interviewers and sends

the candidate a confirmation e-mail. If orange 'on hold': leaves the application, no action from HR Advisor for the time being. If red 'reject' the Receptionist sends a standard rejection.

After the first interview:

12. In case the candidate has to be rejected: after the interview, one of the interviewers will personally reject the candidate by telephone. This is for the personal approach (also influences our employer brand!) and the interviewer can motivate the decision based on examples from the interview. The applicant may also ask additional questions.

13. If the candidate must be invited for the next job interview: hiring manager gives feedback to HR Advisor. HR Advisor invites the candidate for a second interview (and if requested a third interview), adds the appointment in the agendas of the interviewers and sends the candidate a confirmation email. HR Advisor will inform hiring manager about the status.

14. If the hiring manager indicates that an assessment is required, HR Advisor contacts the assessor and candidate. Assessor contacts candidate to schedule the assessment. Assessor sends an assessment report to the HR Advisor and hiring manager.

15. Hiring manager indicates to whom HR can make an offer and personally rejects other interviewed candidates by telephone. HR makes the offer, agrees about the conditions with the hiring manager and calls the candidate to explain the offer by telephone, after which the offer will be sent by e-mail.

16. If the offer is accepted: start the employment process, see: '*Checklist new hire - for manager*' at the HR NL intranet.

17. If offer is not accepted: consult with hiring manager about the follow-up. Possible options are: proceed with another candidate, await further applications, post vacancy again or ask a recruitment agency to search for candidates.

! Please note:

- A new employee must have a Dutch address, BSN and IBAN before the start date of the employment agreement. HR can apply for a Highly Skilled Migrant or Researcher visa at the IND, if the conditions match. See more information here.
- Housing and moving must be organized by the new employee himself. HR can submit a request at the Belastingdienst to apply for the 30% facility, if the conditions match. See more information here.
- It is not allowed to hire an employee at a department where a family member or partner also works. When a family member or partner also works within Dümmen Orange, this must be reported to HR in advance. HR will assess whether this is problematic or not.