

Mustadim	Process (PRC) Recruitment	Process PR.0001 R01 Page 1 1
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Process						
	Budget Allocation	Employment request	Recruitment and shortlisting	Evaluation and decision	Offer and contracting	Mentoring and Corporate Culture
	Budgeting Procedure PR	Employee Request	Recruitment and shortlisting	Evaluation and decision	Offer and contracting	Mentoring plan and corporate culture training Target Agreement
	Budget request from Management / Approved budget	Employee request from with recruitment allocation number / HR approval	Job description to Recruitment agencies / List of CVs to direct manager	3-point interview procedure (PC.00020/ Approval of candidates 1-3 to HR	L00 to candidate and contract or next candidate / Employment declaration within company	Employee assigned mentor& Annual training plan, Target Agreement Procedure PC.00021
	Budgets are submitted by Direct Manager to the CEO&CFO for approval by October 31 st	By October 31st	QTY if CVs received	Interview procedure	Contract Signature	On-time delivery Returns Customer Feedback
	CFO	Department Manager	HR Manager	Direct Manager / HR manager, CEO	HR manager / Direct Manager, CEO	Direct Manager / HR manager
	Recruitment form with recruitment number (F.00020 Approved Position Number)	Recruitment Form (F.00021 Recruitment request form)	Job Description (F.00022 Job Description)	Interview report (F.00023 Interview Report)	L00 form (L00 F.00024) & Employment Contract (Employment Contract F.00025)	Mentor assignment form (F.00026) / Annual Training Plan (F.00027) / Target Agreement F.00033

Submitted by:		Date:	
Approval Name:	Sam Alamoudi (CEO)	Ehab Saeed (CFO)	
Approval Signature & Release Date:			Date: 1/1/2021