Recruitment Timelines(Service Standards)-2024

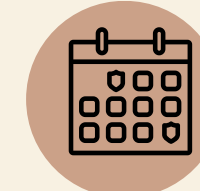| Request to Hire Approval for HR	Job Posting/ Advertising	Applicant File Shared	Hiring Process	Offer Letter	New Hire Start Date	Total Time To Hire

Previous Timeline Pre 2024:

15 BUSINESS DAYS	10 BUSINESS DAYS	2 BUSINESS DAYS	30 BUSINESS DAYS	7 BUSINESS DAYS	7 BUSINESS DAYS	71 BUSINESS DAYS

Current Timeline:

4 BUSINESS DAYS	5 BUSINESS DAYS	2 BUSINESS DAYS	30 BUSINESS DAYS	3 BUSINESS DAYS	5 BUSINESS DAYS	49 BUSINESS DAYS
• HR will approve RTH's within 2 business days	• Postings will be completed and ready to post within 5 days after the RTH is fully approved	• HR will share the applicant file with the hiring manager 2 days after the job posting closes	• Includes total time taken on account of shortlisting, interviews, selection process, et on average by Hiring committees.	• Offer letter will be drafted 3 days after HR receives the completed Offer Letter Request Form (OLRF)	• New Hire Start Dates should be 5 days after offer is accepted and payroll and banking information is received by HR. System Id , email acccess etc will be created.	• Total number of business days for the recruitment process start to finish

1. **Notice period is not included in this timeline.**
2. **New employees may expect their first pay deposit after their 1st pay cycle.**