

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:



Current Timeline:



- 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 access 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.