



# HR HIRING TOOLKIT

## (Workforce Recruitment & Management)

### 1. Job Planning

- Role Title
- Department
- Job Purpose
- Required Skills

### 2. Job Description Template

- Responsibilities
- Qualifications
- Experience
- Reporting Structure

### 3. Recruitment Process

- Job Posting Channels
- Resume Screening
- Interview Rounds
- Background Checks

### 4. Interview Evaluation Sheet

- Communication Skills
- Technical Skills
- Cultural Fit

- Experience Score

## **5. Offer & Onboarding**

- Offer Letter Template
- Joining Checklist
- Orientation Plan
- Training Schedule

## **6. Employee Performance Management**

- KPI Setting
- Review Cycle
- Feedback Process
- Promotion Criteria

## **7. HR Compliance Checklist**

- Employment Contract
- Payroll Setup
- Leave Policy
- Workplace Conduct Policy

