

Aim of the Anywr Group recruitment policy is to appoint employees with appropriate qualifications, skills, and experience to identify vacancies to be able to deliver services to the community effectively.

What is Anywr hiring philosophy?

The employer brand: Talent is borderless.

What are we looking for in candidates?

1. Open to the world and have Strong adaptability skills
2. Like to build new things and contribute to a dynamic group
3. Speak multiple languages
4. Like to get involved in projects with social Impact

Responsibilities & authorities: Who undertakes which tasks?

Talent team: in charge of the full life cycle of employees, thus will manage the recruitment process in each stage of recruitment, and involve for the final decision.

Payroll team: manage the employment contract and administrative tasks for France/Corp

Hiring Manager: give the criteria, expectation, package range according to budget for the selection of candidates.

Hiring country: has the recruitment need.

Team member: participate the interview since they have the work relationship and cooperation with the person who will fill in the open position.

N+2: Direct report of the hiring manager: participate the interviews to involve the final decision, if necessary.

Total 3 interviews for a candidate; HR, hiring manager, team member.

Reference check: random check, and as per request.

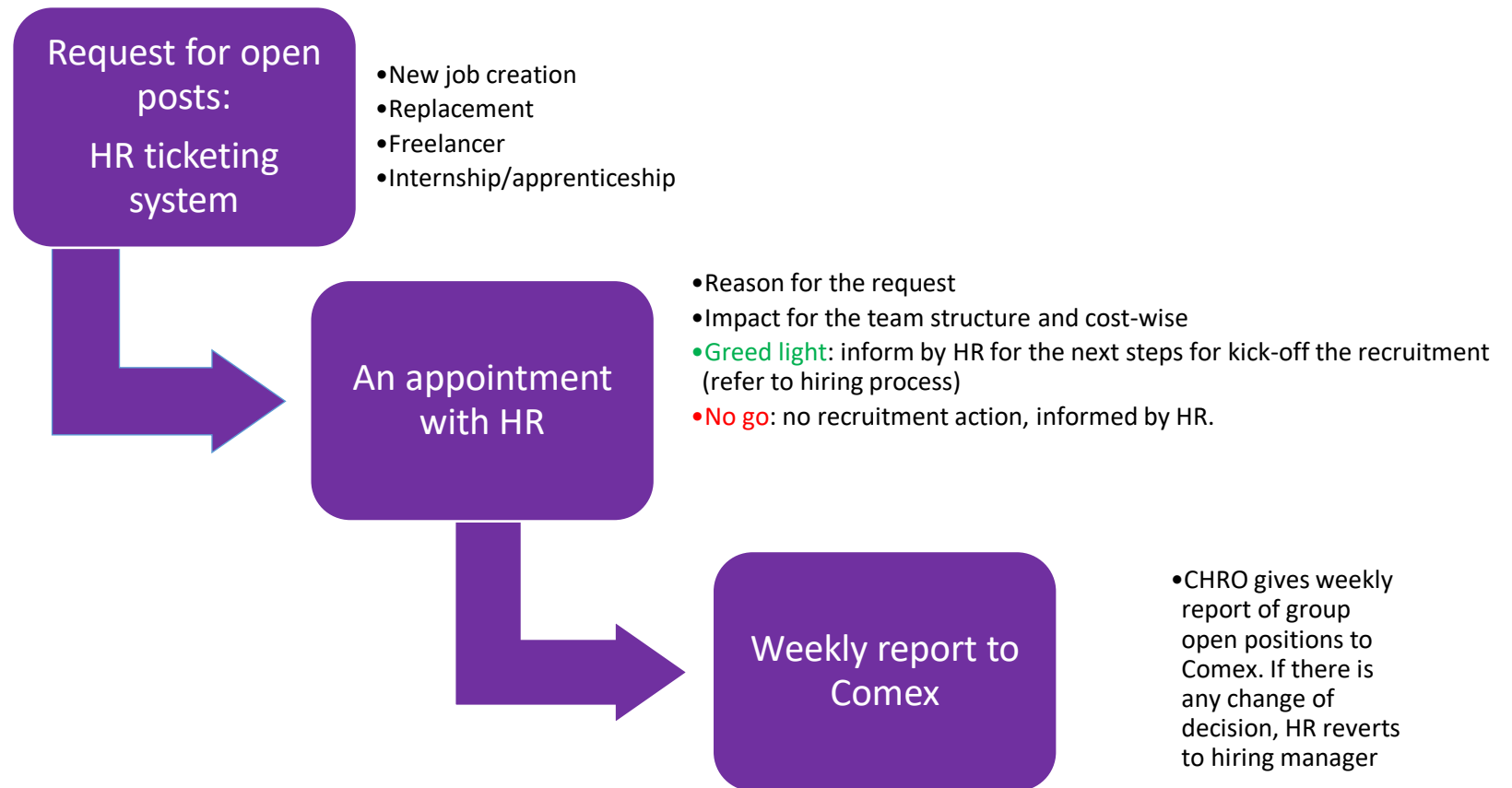
Average time to close a recruitment: 40 days (advertising to closure of the position)

- **Procedures. What is our recruitment procedures?**

3 stages for the recruitment: pre-hiring-stage, hiring process (external and internal candidates), on-boarding preparation.

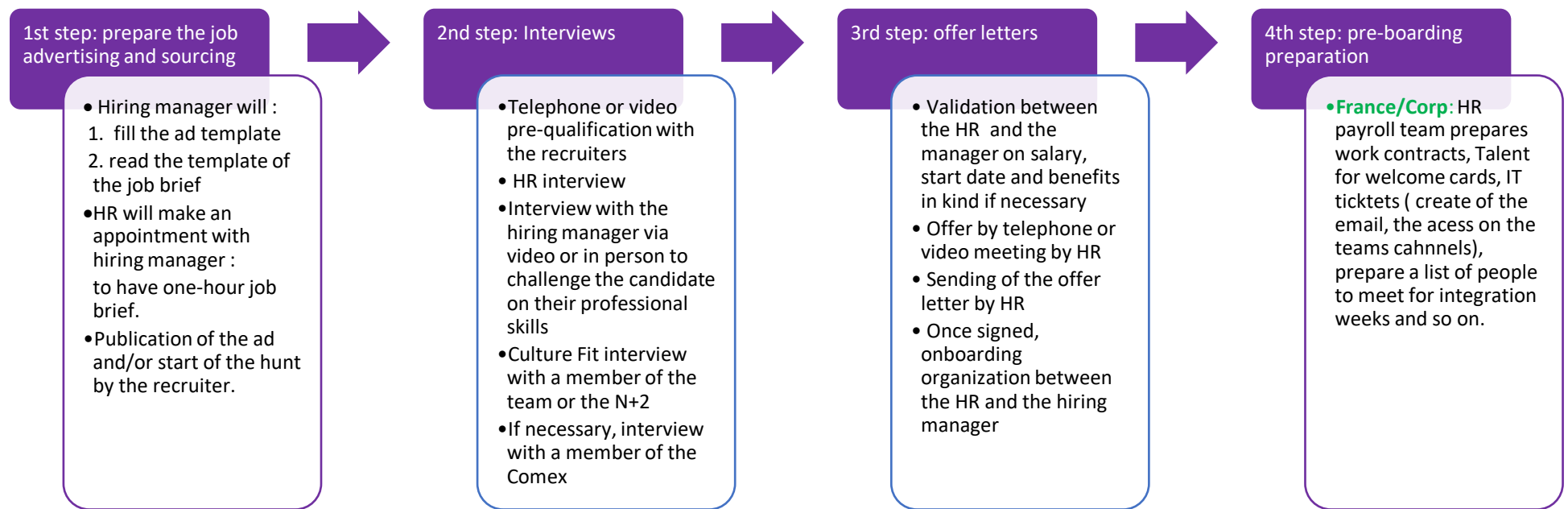
1. Pre-hiring-stage:

Link : [Support interne Anywr - Jira Service Management \(atlassian.net\)](#)

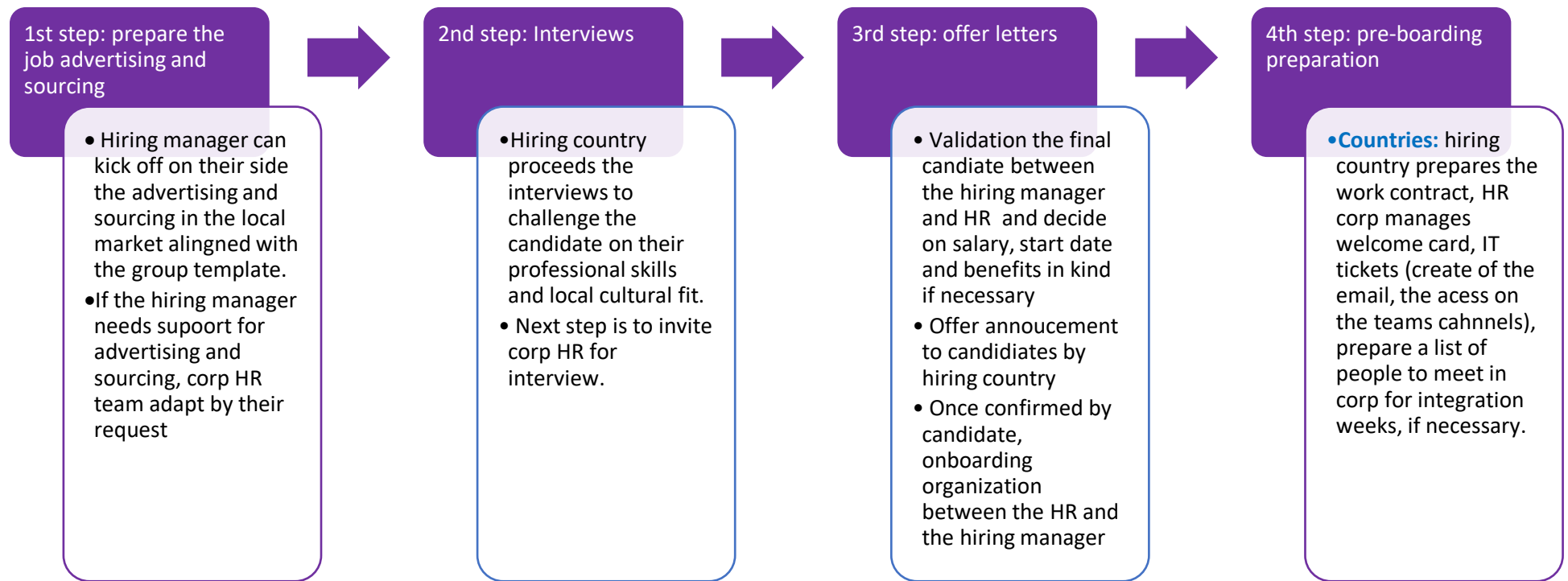


Report to Comex is every Monday, average 5 to 7 awaiting days.

Outline the standard hiring process for France and Corp (external candidates)

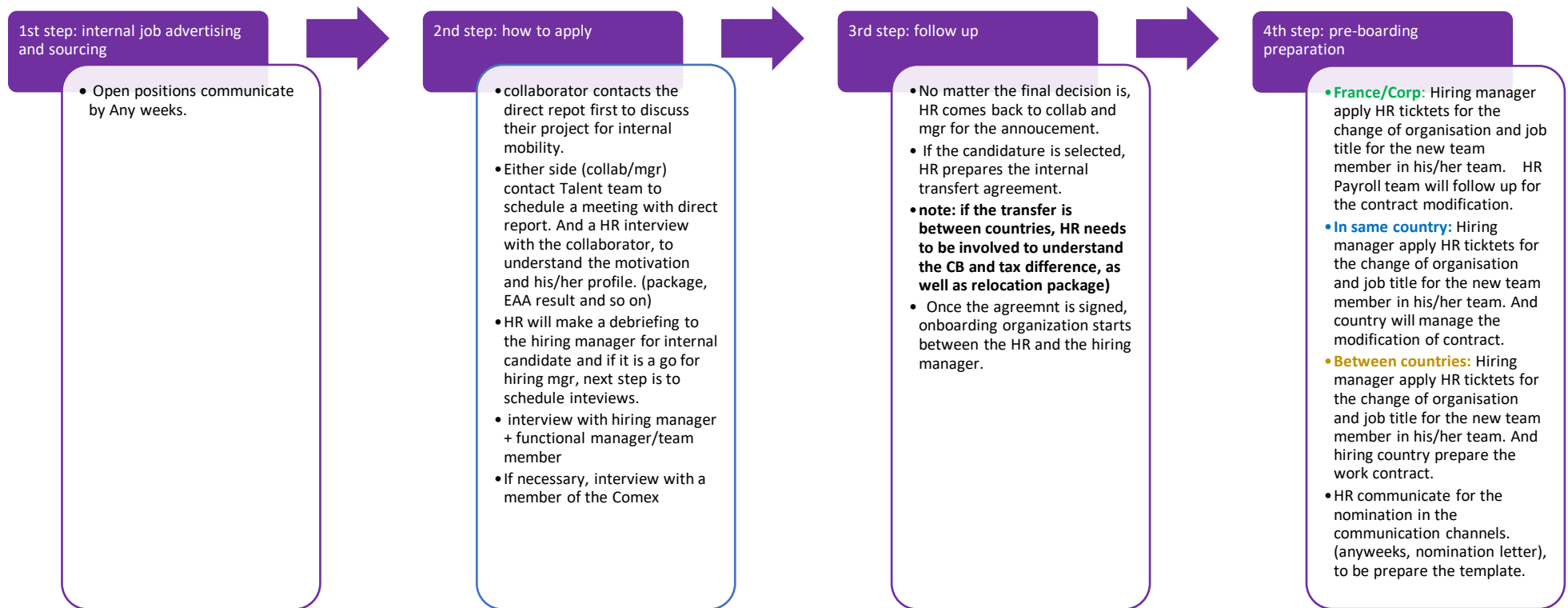


Outline the standard hiring process for countries (external candidates)



Customize the hiring process for specific roles. such as top managers, country managers (Case by case)

Outline the standard hiring process (internal candidates)



In principle, no internal moving within a year after the position changes. Any special case or request, please discuss with HR.

Outline the standard on-boarding process

What is the difference for France and countries? France will use Nibelis for automation and documentation, Countries will be autonomous on their operational integration, but HR will provide tool, and follow up with questionnaire, reports and HR interviews if necessary.

What program we have in common? Employee handbook (corporate book), on-boarding on 360L, 30/60/90 days questionnaires

What program only for France?

- Probation follow up, each countries the probation is not the same rhythm, but as Corp we can still keep contact with hiring managers to do regular check-in, and as well the new comers. Adapted by country's need
- Sign contract, Tour of the office and explain some rules, people to meet organization (this could consider for countries but depends on the position and country need.)
- On-boarding breakfast/coffee, Onboarding lunch with the hiring department.

Who is involved?

Hiring manager, HR EES and HR EAS

Note:

1) 30, 60, 90 engagement survey

- After 30, 60, 90 days in the Company, HR will send the 30, 60, 90 days questionnaire to the new collaborator.
- This is to know how does their first days integrations go to give a feedback of his first global impression of the Company in general.
- Once the 30, 60, 90 days report is received, a meeting with the new joiner, the hiring manager and HR is scheduled. This is to discuss about the employee's integration in his/her specific position, bring forward ideas, identify potential problems and discuss plans and wishes for the future.

Those Reports help HR and hiring manager to identify the needs and to follow the progression of the New Joiner in the Company.

2) Probation 1-1 Meeting, with whom and what is the frequency?

Each new employee should have a 1 to 1 Meeting interview with their respective reporting line to evaluate their task & behavior. And to confirm if their probation is ok or need to be extended. Copies of the evaluation probation sheet should be signed by both and handover to the HR department. After the evaluation probation sheet is signed, this copy goes to the Employee Physical file and is also scanned to be classify on the Employee file on the Server.

3) More details of the on-boarding process of Nibelis, refer to the annex of timeline.

What is the KPI for recruitment:

- 1) From request to confirm open position: 5 working days in avg. (HR tickets)
- 2) Average time to close a recruitment: 40 days (advertising to closure of the position)
- 3) Report of total recruited numbers, external, internal transfer.
- 4) Candidates satisfaction survey
- 5) PE validation % (quality of recruitment and integration)
- 6) TO% during probation % (quality of recruitment and integration)
- 7) Training completion (compulsory trainings: hours, completion rate, and if any extra cost)
- 8) Questionnaires of new comer satisfaction
- 9) 100% execution and documentation of probation follow up and interviews.