



POLICY NUMBER HP-HR-003

POLICY TITLE: HIRING POLICY

APPROVED: 01/13/2021

DATE OF REVISION: 01/13/2022

AUTOR: Oleksandr Kalinin, APPROVER: Alex Popovych, Tanya Popovych, Tazo Giorgadze, Archil Sharashidze, Anton Suprun

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Hiring Policy

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1. Objective

Vista Trans Holding Inc., believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to Vista Trans Holding Inc. In hiring the most qualified candidates for positions, the following process should be followed.

2. Personnel requisitions

Personnel requisitions must be completed to fill Vista Trans Holding Inc., positions. Requisitions must be initiated by the department supervisor/manager through a [Job Requisition Form](#)

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approved by the division vice president and then forwarded to the human resource (HR) department.

Personnel requisitions should indicate the following:

- Position title,
- Reporting to,
- Estimated start date,
- Position hours/shifts,
- Exempt or nonexempt status of the position,
- Reason for the opening,
- Essential job functions and qualifications (or a current job description may be attached),
- Any special recruitment advertising instructions.

3. *Intake meetings*

HR will arrange a meeting with the hiring manager to conduct an intake meeting prior to posting a job opening to learn more about the position, the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders.

4. *Job postings*

HR will create [Job postings](#) that briefly describe the job opening and communicate Vista Trans Holding Inc., brand. All job openings will be posted concurrently on Vista Trans holding Inc., intranet or office Job Openings Board and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled. Internal candidates should address their application to the HR department directly.

The HR department will be responsible for tracking all applicants and retaining applications and resumes as required.



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5. *Internal applicants*

Current employees with a satisfactory employment status may apply for internal job openings. The consents of the employee's manager and the HR department may be necessary for employees with less than one year of service with Vista Trans Holding Inc.

All internal applicants should submit an Internal Job Application to HR.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department.

6. *Employee selection stages*

Our company has a standard hiring process that may be tweaked according to a role's requirements. Our standard process involves:

- Resume screening
- Phone screening
- Assignment
- Interview
- Tests

Hiring managers may choose to add/remove stages depending on the role they're hiring for. Prior consultation with the HR department may be necessary. The following selection stages/methods may be added:

- Situational Interview based on the critical job accountabilities
- Assessment centers
- Group interviews
- Competency/Knowledge or other selection tests
- Referrals Evaluation



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In most cases, the stages of resume screening and interview are compulsory.

7. Interview process

The HR department and the hiring manager will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the HR department and the hiring manager using behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

The HR department will notify applicants who are not selected for positions at Vista Trans Holding Inc.

8. Reference checks


HR will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of two professional references are required from each candidate for the last 3 years.

9. Job offers

After a decision has been made to hire a candidate, an offer ([Job Offer Letter](#)) will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job.

Internal applicants must complete required background checks or tests not previously completed.

Once the HR department receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the company.

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10. *Revoked offers*

In case when a formal offer has to be revoked, the hiring manager and HR department should draft and sign an official document. This document should include a legitimate reason for revoking the offer. Legitimate reasons include:


- Candidate is proved to not be legally allowed to work for our company at a specific location
- Candidate has falsified references or otherwise lied about a serious issue
- Candidate doesn't accept the offer within the specified deadline (deadline must have been included in the offer letter)

HR department must notify the candidate formally as soon as possible.

11. *Hiring*

After negotiations, once the candidate accepts the job offer they are hired. An accepted offer letter begins a process of filling out and filing paperwork related to employment. Forms and paperwork might include:

- Resume
- Diploma, College or University transcript
- Void check or Bank Account details
- Signed Employee Non-Compete agreement
- Signed Employment Agreement
- Signed Job Description
- Form W-4 Federal and W4 - IL
- Form I-9 and support documents (US Passport or Permanent Resident Card, DL, SS)
- Employee Setup sheet
- Employee Certification of Receipt of Employee Handbook (if applicable)

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- Signed employer offer
- [Signed At-Will Policy statement](#)

A [checklist](#) with all required paperwork to be completed by new employees, signed and transferred to HR.

For Subcontractors

- W9
- Subcontractor Agreement
- IRS FEIN letter
- Bank Account details
- Signed Employee Non-Compete agreement
- Copy of SS
- Copy of Driver License

Before a new hire starts work

HR should:

- Announce new employee's start date and basic personal information to other staff of the department;
- Enter our new employee's information in Company database;
- Send an onboarding "package" to our new hire. This "package" will include documents with basic information about their new job e.g. general duties, job description, dress code, working hours and orientation process etc.

Hiring Manager should:

- In cooperation with HR department create an onboarding program with specific activities, timelines, participants and documentation;
- Assure that their individual emails, accounts and phones setup properly;



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- Prepare our new hire's workspace with all equipment and material necessary.