

Annex 2: Human Resource Process

Needs Identification

Determine goals and assess; including staff category and role title (available in the Staff Handbook)

Confirm budget amount and duration

Decide place in organizational structure and reporting lines by discussing role with senior managers

Recruitment

Fill out Page 2 of the draft Role Description (this will double as the vacancy announcement)

Obtain approval from the Director or person explicitly delegated for approval. Consider internal candidates and previous applicants before new external Share/post announcement (e.g., gelbasla.com)

Save applications in a designated folder on SharePoint

Selection

Schedule interviews for short-listed candidates; depending on the role, there may be a need for second round interviews or other screening

Perform objective evaluation of the best candidate. Complete background check on selected candidate (HR Lead)

Once the best candidate is decided on, ensure that any questions they have are answered prior to reaching final offer

Hiring

Candidate completes Page 1 of the Bio-Data sheet, and the hiring manager sends this along with the CV and any other relevant documentation to the HR Lead for the process

Complete the agreement: The HR Lead drafts the contract and forwards it to the candidate. After the candidate signs, the HR Lead shares with the Director (all contracts must be signed this way) to complete agreement.

Once signed, the new staff members' details are added to the HR List and a notification is sent to all relevant senior staff (HRLead)

Orientation email (HR Lead)

Onboarding

Send the Orientation Handbook (pdf) to the new staff member and organize a time to cover the checklist contained therein

Share Teams and log-in information

Welcome email and/or introduction on calls (hiring manager)

Ensure completion

- 1 Agreement & policies
2. Skills& Knowledge Assess.
3. Team profile (ppt)
4. All docs in new folder

To be supplied by new staffer

- 1 CV
2. Passport.
3. Accurate bank details

Actions by new staff member

- 1 Log into Teams, Email and other MS 365 programs
2. Complete staff profile
3. Make time for onboarding

Performance Management

Measurement

- Local labor law
- Completion of Win-Win
- Performance Agreement
- Monitoring
- Reinforcement

Motivation

- Mission focus ('Field Days')
- Compensation review
- Health/wellbeing
- Time off
- Recognition (e.g.1 Humanitarian of the Year)

Capacity Building

- On-the-job (Mentoring, skills enhancement and cross-training)
- Off-the-job (self study, workshops, courses)

Departure / Termination

Departure can simply mean that someone has completed their contract and will not stay on staff, while termination means that there a problem that resulted in dismissal.

In either case, all Field Ready Türkiye material (e.g., computers and keys) and information (e.g., memory storage and passwords) must be retrieved and accounts closed (email, teams, etc)

Relevant staff are informed (particularly finance) and the HR list is updated an exit interview should be sought in departure cases to learn and improve