Volunteers National Organization for Development and Humanitarian Services

Recruitment Process Guidance:

Organizations Background:

Volunteers National Organization for Development and Humanitarian Services is a Sudanese women lead NGO registered as a national voluntary charitable humanitarian non-governmental organization founded by group of women and youth volunteers, whom work in humanitarian and development domain. The creation of this organization is inspired by a feeling among this group that something must be done to mitigate the sufferings of women's, girls and youth in Darfur in particularly and in Sudan in general.

Volunteers National Organization for Development and Humanitarian Services was established in 2014, and was officially registered with the humanitarian aid commission (HAC) as a local, non-governmental organization to provide relief, and advocate for the promotion of human rights principles.

Volunteers National Organization for Development and Humanitarian Services is a non-religious non-political, non-profitable and non-commercial organization; it is basically a humanitarian organization whose vision is to promote "Peace, Unity Development, women rights and women Empowerment for All" among the different communities, ethnic groups and tribes in Darfur and Sudan in general. National Volunteers has been able to acquire sufficient community goodwill that will enable it to implement future activities smoothly

Recruitment Process Document:

Document Owner: HR Department

Date Created: [Jan, 2014]

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1. Objective

The purpose of this document is to standardize the recruitment process to ensure consistency, efficiency, and fairness in attracting, selecting, and hiring top talent.

2. Scope

This document applies to all full-time, part-time, and contractual recruitment across all departments and locations within [Organization Name].

3. Roles and Responsibilities

Role	Responsibilities
HR Manager	Oversees the recruitment strategy, ensures compliance
Recruiter / Talent Acquisition	Executes sourcing, screening, and coordinating interviews
Hiring Manager	Defines job requirements, conducts interviews, makes final selection
Interview Panel	Participates in structured interviews and provides feedback
HR Coordinator	Handles scheduling, documentation, and onboarding support



Recruitment Process Overview

1. Workforce Planning
2. Job Requisition
3. Job Description Preparation
4. Job Posting and Sourcing
5. Screening and Shortlisting
6. Interview Process
7. Selection and Offer
8. Background Checks
9. On boarding

Detailed Recruitment Stages

5.1 Workforce Planning

- **Objective:** Identify current and future hiring needs
- **Input:** Department head, business forecast
- **Output:** Recruitment plan

5.2 Job Requisition

- **Action:** Hiring Manager submits a Job Requisition Form to HR
- **Includes:** Position title, justification, budget approval
- **Tools:** HRIS, Email Template

5.3 Job Description Preparation

- **Action:** HR collaborates with the Hiring Manager to finalize the job description
- **Elements:** Role summary, key responsibilities, qualifications, reporting line, salary range

5.4 Job Posting and Sourcing

- **Action:** Post on job boards, company website, LinkedIn, recruitment agencies
- **Timeframe:** Within 2 business days of JD finalization
- **Tools:** ATS, job portals, referral programs

5.5 Screening and Shortlisting

- **Initial Screening:** Resume review for qualifications and experience

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VOLUNTEERS

- **Phone Screening:** Verify interest, communication skills, availability, salary expectations
- **Shortlisting:** Top 3–5 candidates selected for interview

5.6 Interview Process

- **Types of Interviews:**
  - HR Interview (Cultural Fit)
  - Technical Interview
  - Managerial/Panel Interview
- **Format:** In-person or virtual
- **Evaluation Criteria:** Pre-defined scorecards for consistency

5.7 Selection and Offer

- **Decision Making:** Final selection by Hiring Manager
- **Offer Letter:** Created and sent by HR after verbal confirmation
- **Negotiation:** HR facilitates salary and benefits negotiation
- **Approval:** Required from Finance and HR Head before offer is sent

5.8 Background Checks

- **Process:** Verification of employment history, education, and criminal record (if applicable)
- **Vendor:** [Insert Vendor Name or Internal Team]

5.9 On boarding

- **Tasks:**
  - Send welcome email
  - Collect documents
  - Assign mentor/buddy
  - Day-one induction and systems setup

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6. Key Metrics and KPIs

KPI	Target	Owner
Time to Fill	≤ 30 days	HR
Cost per Hire	[Insert Value]	Finance/HR
Offer Acceptance Rate	≥ 85%	HR
Candidate Experience Rating	≥ 4/5	Recruiter
Diversity Hiring Ratio	[Insert %]	HR Manager

