



OPERATIONAL FLOW

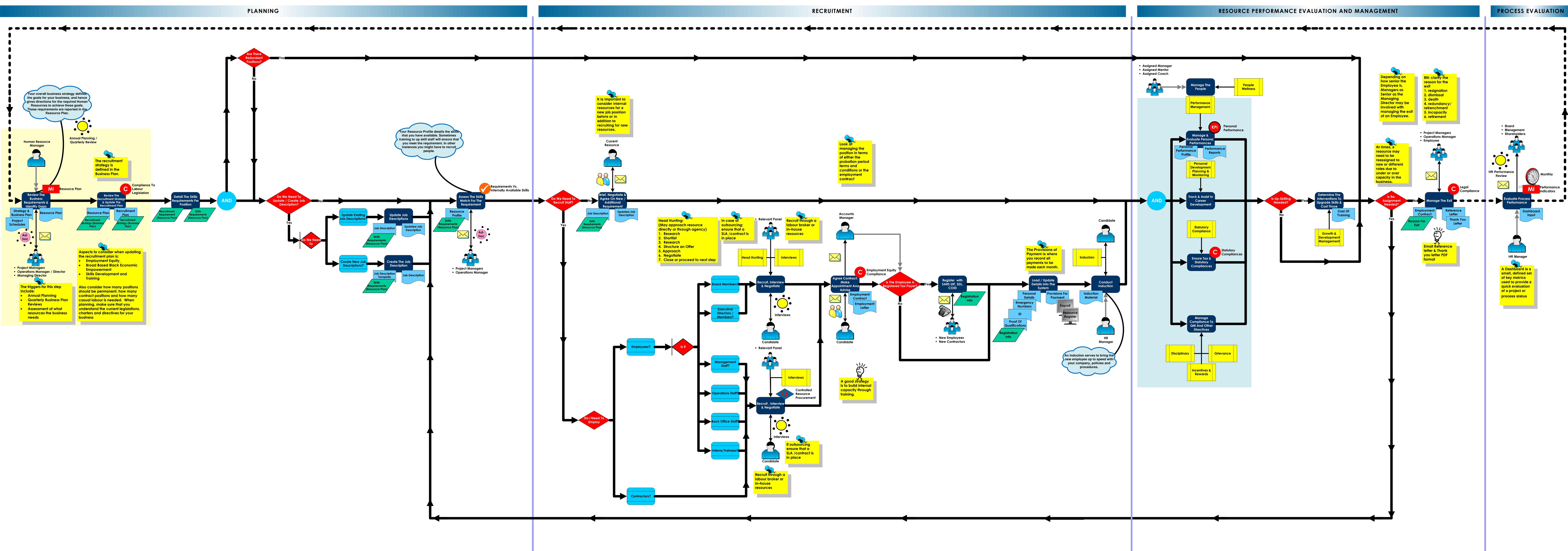
Purpose & Scope

TO ENSURE THAT APPROPRIATELY SKILLED RESOURCES ARE RECRUITED, DEPLOYED AND MANAGED IN THE BUSINESS

- Establish the Staff Requirements
- Review the Recruitment Strategy
- Appoint & Align Resources to the Company
- Manage & Evaluate Resources
- Monitor & Evaluate the Process

Process Owner

HR Manager



GOVERNANCE / COMPLIANCE

Companies Act, Labour Relations Act, ECT Act, FAIA Act, Skills Development Act, Broad Based Black Economic Empowerment Act, Employment Equity Act, Labour Legislation

MI / KPI

MI Resource Plan, MI Personal Performance, MI Performance Indicators

CONTROL / ACCOUNTING

C Compliance To Labour Legislation, Requirements Vt. Internally Available Skills, Employment Equity Compliance, C Statutory Compliances, C Legal Compliance

INTERFACING PROCESSES

Head Hunting, Interviews, Induction, Performance Management, Personal Development Planning & Monitoring, People Wellness, Statutory Compliance, Disciplinary, Incentives & Rewards, Grievance, Growth & Development Management

SUPPORTING DOCUMENTS

Project Schedules, Strategy & Business Plan, Resource Plan, Recruitment Plan, Job Description, Resource Profile, Employment Contract, Employment Letter, Personal Performance Profile, Performance Reports, Cost Of Training, Reference Letter, Thank You Letter, Dashboard Input

KEY

Main Activities, Role Changer, Process Step, Decision, One Of Many, Differentiator, Interfacing Process, Document, Human Interface, Group, Process Owner, Phone, e-mail, One-2-One, Meeting, Overall Control, Control, Bright Idea, Thought Bubble