


TALENT ACQUISITION PROCESS

Approved by HRC

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1. Objective of Talent Acquisition

- i. To be able to recruit competent talent in accordance with the business requirement of AYA Bank.
- ii. To be able to acquire and onboard transparently with fair and unbiased assessments.
- iii. To be able to select and recruit the suitable and qualified talents at the suitable positions with competencies required to operate the bank.

2. Talent Acquisition Process

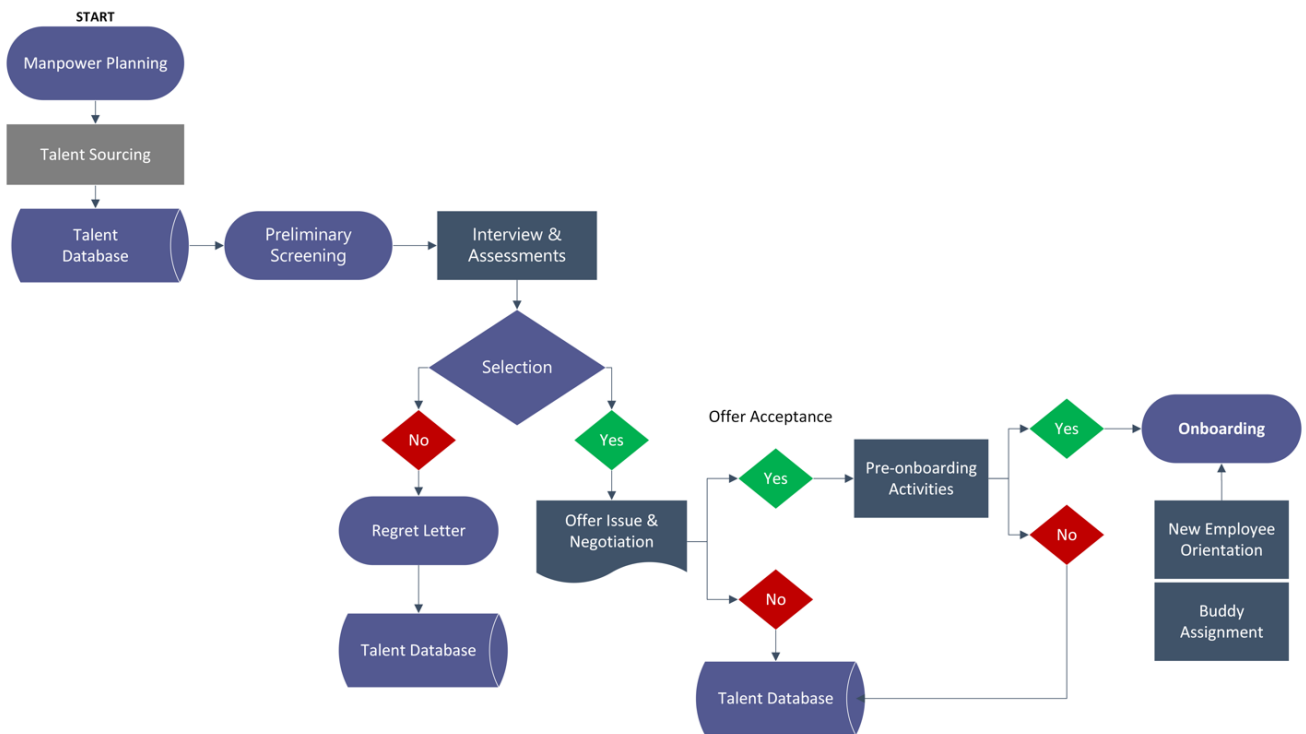




Fig : AYA Bank's Talent Acquisition Process

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- 2.1. **Identification of Talent Requirement**
- In accordance with the annual business targets and operational capacity maximization plan, respective functional leads plans for Manpower Requirements for the new Financial Year.
 - The proposed manpower requirement is approved together with annual budget planning; together in discussion with People Department. The approved manpower requirement is later broken down into quarterly plan; i.e to be delivered the right talent on time by Talent Acquisition Section.
- 2.2. **Talent Sourcing**
- Based on the availability of talent profiles on the database, online and offline vacancy announcements are made based on vacant roles required. Scope of work is provided by respective functional leads (in this case; they become hiring managers).
 - The former employees of AYA bank with official resign status; are welcomed to reapply a new vacant role at AYA Bank after one year from his/her resigned date.
- 2.3. **Preliminary Screening**
- With reference to scope of work, the talent profiles are preliminary accessed as shortlist; based on the required qualifications and working experiences.
- 2.4. **Talent Assessments & Personal Interview(s)**
- The shortlisted candidates will be accessed with written test or functional skill assessment; based on the level and function of the vacant roles (for eg; coding test for developers, design test for graphic designers)

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- The interview panel is made with gender-balanced THREE panel members from the following functions:
 - i. Hiring Function
 - ii. Human Resources
 - iii. Related function with hiring function
- A second interview may be arranged based on the requirement of first-interview results and level of the required vacant roles.
- The interview panel will be assessed the candidates by using the structured interview assessment form; with fair and non-discriminated assessments based on the candidate's abilities, personal skills expressed during interview sessions.

2.5. Talent Selection

- To onboard the required talent on time, Talent Acquisition is responsible to systematically facilitated the selection process with reference to the recommendations and remarks from the interview panels.
- There is a reference check process at the selection stage of the hiring process.
- Final offer approval of the successful candidates are approved by management based on the level of the vacant role that candidate is taking in.
- The selection process takes up to maximum two weeks for talent matching with the vacant roles.

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2.6. Offer Issuing & Negotiation

- The approved offer will be communicated to candidate either via phone call or email (if necessary; negotiation on the issued offer is made at the same time).
- This stage of offer is “conditional” basis only and it’ll be official offer when the candidate passes “fit-to-work” process.

2.7. Pre-Onboarding Activities

- All candidates must attend pre-employment medical check-up at the affiliated hospital and medical labs of AYA Bank for the “Fit-to-work” report.
- The final confirmation of the appointment shall be issued based on the “Fit-to-work” report results.
- Candidates will be assigned to the closest onboarding date according to the availability of the candidate.

2.8. Onboarding

- All new employees of all levels must attend AYA Bank’s New Employee Orientation Session on their first day of employment.
- Each and every new employee will be assigned a buddy at assigned function for better alignment in the new working environment.