



RECRUITMENT POLICY



Recruitment Policy

Capacity Analytics as a think-tank is committed to recruit such individuals who share our values and are capable enough to make a positive difference. Priority is given to female, differently able and fresh graduate potentials to create a diverse and inclusive work place.

🌟 Vision/Planning

Having a clear vision Capacity Analytics have clear plans to achieve its long term and short term objectives. To achieve the long term view, the leadership of the organization encourages its employees to come up with different ideas so the objectives can be achieved in a better way with effective outcomes.

🌟 Process of Recruitment

A systematic approach is used to hire employees for both senior and junior positions.

1. Advertisement

Job advertisement are made on the website of the company and on social media pages. It is ensured that the advertisement attract the most righteous candidates who fulfil the criteria.

2. Shortlisting Applications

All applications are reviewed and shortlisted based on the qualifications and experience required for the position.

3. Call for Test and Interview

Shortlisted candidates are called for a test and interview. The test assess the candidate's technical knowledge and skills, while the interview evaluates the candidate's personality, communication skills, and fit with the company culture.

4. Selection of Candidates

Candidates are selected based on their performance in the test and interview, as well as their qualifications and experience.

5. Job Offer

The selected candidate are offered the job and are provided with an offer letter that outlines the terms and conditions of their employment, including the salary, benefits, and start date.

This recruitment policy ensures that the organization hires the best candidates who meet the requirements of the position and fit with the company culture.

The recruitment procedure should be based on the following principles:

1. Fairness

The recruitment process is carried out fairly to make recruiting free from any form of discrimination.

2. Transparency

The recruitment process is carried out as transparent, and all candidates are informed about the selection criteria, the interview process, and the timeline for the recruitment process.

3. Merit

The recruitment process is based on merit, and the best candidate are selected for the position based on their skills, experience, and qualifications.

4. Efficiency

The recruitment process is efficient, and all candidates are informed about the status of their application in a timely manner.

5. Consistency

The recruitment process is consistent, and all candidates are evaluated using the same criteria and process.

6. Compliance

The recruitment process compliant with all legal requirements, including equal employment opportunity laws, privacy laws, and labor laws.

By following these principles, Capacity analytics ensure that the recruitment process is fair, transparent, and efficient, and that the best candidate is selected for the position based on their merit and qualifications.