HIRING POLICY

1 PURPOSE

The purpose of this policy is to provide guidelines for the recruitment and selection of qualified candidates for employment with Integral BI. It is the policy of Integral BI to recruit and hire the most qualified candidates in a timely and efficient manner.

2 POLICY

2.1 Job Posting

All job positions at Integral BI will be posted on the company website as well as on relevant job posting websites. Additionally, we will communicate these job openings internally, ensuring equal opportunities for internal candidates.

2.2 Application

All interested applicants will be required to submit a resume and cover letter via email or the company website.

2.3 Initial Screening

The Human Resources (HR) department will review all resumes received and conduct an initial screening of candidates based on their qualifications and experience.

2.4 General Aptitude Test (GAT)

All candidates who pass the initial screening will be required to take the GAT. The GAT is a standardized test designed to measure a candidate's cognitive abilities, such as problem-solving and critical thinking.

2.5 Interview

Candidates who score well on the GAT will be invited for an in-person or virtual interview with the HR department and the hiring manager. The interview will be conducted in a professional manner, and all questions will be related to the job requirements and qualifications.

2.6 Reference Check

A reference check will be conducted on the candidate(s) being considered for the job. The reference check will verify the candidate's employment history, educational qualifications, and any other relevant information.

2.7 Decision

After the interview and reference check, the HR department and hiring manager will make a decision on the best candidate(s) for the job. The selected candidate will be informed of the decision and offered a job in writing.

2.8 Onboarding

Once the candidate accepts the job offer, the HR department will conduct the necessary onboarding procedures, including filling out paperwork and orientation.

2.9 Policy Review

This hiring policy will be reviewed annually by the HR department and updated as necessary.

INTEGRAL BI IS COMMITTED TO PROVIDING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL CANDIDATES AND EMPLOYEES. THE HIRING PROCESS WILL BE BASED ON JOB-RELATED QUALIFICATIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER LEGALLY PROTECTED STATUS.