**Business Strategy/Value Proposition**

**Manpower Planning**

Vacancy Identification

Competency Analysis

Staff requisition from originating dept.

HR Approval

EVC’s Approval

**Recruitment & Selection**

Advertise Position, filter CV’s, Schedule/Conduct Interviews, select successful candidate, send out letter of engagement & job description, create staff file

**Performance management & evaluation**

**Probation/performance evaluation**

On the job training, confirmation of appointment/extension of probation

Agree on objectives, create KPI’s JD’s Appraisal form, conduct PM training, implement appraisal, generate appraisal report for management, reward, sanction performance improvement plan

**LEARNING AND DEVELOPMENT**

Training needs analysis, Create budgets and get approval, Source for vendors, Conduct training

Review impact of training

**PAYROLL AND COMPENSATION**

Create payroll advice

Review payroll draft from account

Approve payroll

**REWARD AND BENEFITS**

Leave management, Loan management

Time and attendance, Discipline

Manage pension, HMO, Insurance

Run quarterly awards especially for driver

Implement bonus and profit sharing

**LABOUR UNION MANAGEMENT**

**EMPLOYEE SELF SERVICE**

**STAFF EXIT**

Resignation, Exit interview

Acceptance of resignation, Clearance

Final entitlement, Send forth.