

Step One - I get my hiring need validated

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I align my need to my Entity's workforce Planning and define how the position to fill fits in the organization (reporting line, grading, internal talent promotion, diversity targets).



WITH WHOM do I take this step?

- My manager
- Strategic HR Business Partner/Advisor of my entity or Site HR
- SBS' [HR Contact Center](#) to guide you through the admin steps.



MY CHECKLIST & links to TOOLS

In any scenario, what are the critical outputs of this step **before** going to the next?

1. I aligned with my manager and HR (Site HR or HR SBP) about the need (core role attributes, positioning, link with talent pipeline...)
2. Is the **role sensitive**? In case of doubt, ask your **security champion**
3. **Smart hiring validation** process done (applicable for all cadre job openings)
4. I've filled the **Tax sensitive Form** to assess location options
5. The **Position is existing or newly created** in My HR Services (Org Chart)
6. I have all elements to build a job profile (**template**)
7. I have launched the **Job Requisition** in My HR Services.

Hiring Dates Guidelines & Exception Management

Being effective on the 2nd of May, **hiring dates are standardized** as follows:

For new hires

- for employees under a weekly and bi-weekly payroll, the hiring will occur on **Mondays**;
- for employees under a monthly or semi-monthly payroll, the hiring will occur on the **1st** and the **16th** of each month.

For Internal moves/transfers, the start date for the new position

- for employees under a weekly and bi-weekly payroll, follow the **Payroll Calendar "Period Begin Date"**.
- for employees under a monthly payroll the internal move must be on the **1st day of the month**.

Keep in mind:

A minimum of **15 business days is required** from the moment an onboarding is launched and the start date, to ensure a successful **onboarding**. This guideline must be considered before the hiring date is determined.

To ensure business continuity, some exceptions are accepted. They can be consulted in the table below:

Exception Management	
The rules mentioned below are applied for all hirings except contractors.	
In the case of Weekly and Bi-Weekly Payroll	In the case of Monthly and Semi-Monthly Payroll
In case a Monday is a public holiday, the starting day could be on the next working day	In case the 1st or the 16th is a public holiday or a weekend, the starting day will be on the next working day

Production Sites:

- Employees working in rotational shifts;

- Teams working 24/7;

- Business continuity & a member of a team needs to be quickly replaced because: * Illness * Accident

* Legal obligation of having a specific skill for production to continue

Personnel subject to **work permits** and/or **visas** can be considered exceptions, but again, they need a clear justification.

For Global Mobility situations, rules must always be applied, and exceptions must be reviewed case by case.

All other requests out of the rule must be analyzed case by case and validated by Talent Attraction, Hiring Manager, and Site HR Partner.

For Administration personnel - Onboardings are accepted even if Admin sites are closed on Mondays and Fridays.

USA - All hires are to be performed on Mondays



HOW I CAN BOOST ONE DIGNITY & SUSTAINABILITY

- How can internal mobility support our Group diversity goals by ensuring growth and retention of internal talents?
- How does this role connect to our Group's sustainability goals?

AND NOW, WHAT CAN I EXPECT?

The recruitment process can now start!

A Talent Attraction (TA) Partner will be assigned based upon expertise and workload. They will plan an intake meeting with you within 10 days.

[Click here for STEP TWO - I launch the recruitment with my Talent Attraction Partner](#)

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- [FAQs - Contract Management \(Portugal only\)](#)