# Recruiting a Talent - HR

## Recruiting a Talent

**Please click on the titles below to open the articles with the relevant information:**

### POSITION MANAGEMENT INFORMATION FOR HR

Find out more information about the Leader-led process here and what role HR plays in the process.

### RECRUITING A TALENT

The process of recruiting a talent is led by the manager, find out in this article how several HR teams continue to play a crucial role in the process:

- Talent Attraction team
- People Services Team
- Site HR

### HIRING - OPERATING PROCEDURES

For more information on how to hire & rehire an employee in the system, as well as how to cancel a hiring.

### CONTINGENT WORKFORCE MODIFICATION

You will find information here on what to do when there is a decision to deactivate an external employee earlier or to provide a new assignment date.

### CONTINGENT WORKFORCE REGISTRATION

You will find information here on what to do when there is a need to create/ register an external worker.

### REHIRING A CONTINGENT WORKER ON A NEW WORK ORDER

You will find information here on what to do when the work order for a contingent worker has expired, and how to rehire them on a new work order.

### EMPLOYEE REFERRAL PROGRAM

Find out more on Syensqo Employee Referral Program guidelines and also view the local programs!

## JOB FAMILIES & GRADING

Job Grading is a process of determining the content and output of one job in relation to another regardless of the characteristics or experience of the specific individual occupying the position at any given time. Find out more here.

## CORPORATE POLICY ON TALENT ACQUISITION

## SHORT-TERM INTERNSHIPS

Here you will find information on short-term internships (less than 3 months)

## SCHOOL RELATIONS

Find out more information about the TA  and Local stakeholders' role in School relations.

- Local Pay Grades Matrix

- Position Management information for HR
- Recruiting Reporting Dashboard User Guide
- Recruitment Leaflet for Hiring Managers
- Social Media Guidelines
- Materials for Talent Acquisition Events
- VIE Hiring Workflow

**Video Tutorial**

- How to create a Position