In December 2015 the government of Globistan took a decision to centralize the recruitment efforts of its various ministries.

In March 2016 a separate agency, Human Capital, was created. This agency reports directly to the office of the Minister of Social Affairs.

Human Capital collects on an ongoing basis the recruitment needs from the various ministries. Based on the criteria defined by the ministries, Human Capital identifies the proper recruitment process. some recruitments are internal only, while others aim to attract external candidates.

All recruitment processes start with a vacancy notice. The external vacancy notice is published in the official ‘gazette’ of Globistan and on the website of Human Capital. Candidates are invited to apply within a specific deadline. Together with their application, candidates are required to submit a set of documents. Both the application and the submission of documents can be done by mail or on-line through the website.

After a review of the documents submitted, a shortlist of candidates is prepared. Candidates on the shortlist will have to go through some tests. Human Capital developed itself a number of tests. For more complex positions, Human Capital outsources the testing to a specialized provider. The candidates who successfully passed the tests are invited for an interview. For some lower level positions, no testing may be required.

After having received feedback from the interviews, Human Capital develops a list with a proposed ranking of the successful candidates. This list is submitted to a Selection Committee, that will determine the chosen candidate. the Selection Committee is composed of some staff members of various ministries. The committee may also identify other candidates on the list to be put on a reserve list for future vacancies. Candidates on the reserve list will not have to go through the selection process anymore.

Candidates whose applications are not withheld at any stage of the process are notified by regular mail or email.

Human Capital has to comply with the new legislation on privacy.This new process, which has gained a lot of visibility in the country, appears on your 2017 internal audit plan.