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OBJECTIVE:目的:

To ensure recruitment efforts are not duplicated within the hotel.
 确保不会在酒店内重复进行招聘工作。

To control the hiring procedure in terms of quantity, quality and costs
 控制招聘过程的数量、质量和成本

APPLICATION:应用:

The General Manager must specify precisely who has authority to recruit for particularly positions in their hotel using this policy as a guideline.
 总经理必须明确规定谁有权以本政策为准则招聘其所属酒店的特定职位。

All Department Heads should be made aware of the policy on appointment to avoid confusion later.
 所有部门主管均应了解任命政策，以避免以后发生混乱。

The person with the authority to recruit must be satisfied that they have up to date information concerning the ideal candidate and the job requirements. They should have a sense of empowerment in terms of being able to challenge the validity of the vacancy, the person specification or the job description content.

拥有招聘权限的人必须确信，自己具有理想人选和工作要求的最新信息。他们应在能够质疑空缺职位的有效性、任职资格或工作描述内容方面具有授权意识。

Authority to recruit is normally activated on receipt of a completed approved Personnel Requisition form (see appendix).
 招聘权限通常在收到填好的核定人员申报表（见附件）时开始生效。

STATEMENT OF POLICY

政策声明

- General Managers and Hotel Managers:** will be recruited and appointed directly by the Chief Executive Officer of the company.
 总经理及酒店管理人员：由店国际首席执行官直接招聘和任命。
- Resident Managers / Executive Assistant Managers:** before recruiting for this position, authority to recruit must be specifically received from the Chief Executive Officer. General Managers will recruit in close communication with the Area/Divisional Director/ Vice President if applicable. The appointment will be subject to a final interview by the Chief Executive Officer.
 驻店经理/总经理行政助理：在招该职位聘之前，必须明确收到首席执行官赋予的招聘权限。总经理招聘时将与区域/部门总监（如适用）/副总裁保持密切沟通。这项任命须经首席执行官的最后面试。
- Controllers** will be appointed by the Vice President of Finance, in communication with the General Manager concerned.
 财务总监将由财务副总裁经与有关总经理沟通后任命。

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4. Category A and B Key Personnel: will be recruited and appointed by the General Manager in close communication with Area/Divisional Director / Vice President and respective Area Specialists if applicable. The company Chief Executive Officer will also be available for consultation and advice concerning these important appointments if required.

A类和B类关键人员：由总经理负责招聘和任命，并与区域/部门总监/副总裁和各区域专家（如适用）保持密切沟通。此外，如果需要的话，也可征求公司首席执行官有关这些重要任命的意见。

5. Category C Key Personnel: for Hotels over 200 rooms: will be recruited by the Personnel Manager in conjunction with the respective Department Head and immediate manager. Requisition for Hotels fewer than 200 rooms the final candidate(s) will also be interviewed by the General Manager.

C类关键人员：客房数量超过200间的酒店，由人事部经理负责招聘，并与各部门主管及直属经理进行沟通。客房数量不到200间的酒店，其最终候选人的聘用也将由总经理进行面试。

6. D, E, F,G, categories: (Skilled Personnel) will be recruited by the Personnel Manager, in conjunction with the respective Department Head and immediate manager as appropriate. Requisition to be approved by the Executive Assistant Manager in hotels over 200 rooms and in hotels under 200 rooms by the General Manager.

D、E、F、G类技能型人员：由人事部经理负责招聘，并与各部门主管及适当的直属经理进行沟通。客房数量超过200间的酒店，其人员聘用须经总经理行政助理批准，客房数量不到200间的酒店,其人员聘用须经总经理批准。