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OBJECTIVE:目的:

- To ensure recruitment and selection is carried out efficiently and time and money is not wasted in the process.
确保有效地进行招聘和选拔，且不会在此过程中浪费时间和资金。
- To ensure maximum opportunity is given to the employees of Bavaria Hotels International in the process.
确保在此过程中外巴伐利亚国际酒店的员工提供最大的机会。

APPLICATION:应用:

The General Manager must ensure that all staff has a method of applying for vacancies within the same hotel.
总经理必须确保所有员工都有一种申请同一酒店的空缺职位的方法。

It is the responsibility of the Personnel Manager to use this policy as a guideline for considering sources relevant to their operation and location in question.
人事部经理须负责将本政策作为考虑有关其运营和位置源的指导方针。

STATEMENT OF POLICY

政策声明

- In line with its Equal Opportunities policy, Bavaria Hotels International supports the idea that positions on becoming vacant must be immediately advertised internally.
按照其平等机会政策，巴伐利亚国际酒店支持职位出现空缺时必须立即在内部公布的想法。
- Internal candidates applying for a job must be interviewed and given as equal consideration as external candidates. In the case where a more suitable candidate is found externally they (external candidate) should receive preference over a less suitable internal candidate. In the case where external and internal candidates are equally qualified preference must be given to the internal candidate.
申请一个职位的内部候选人必须接受面试，并给予和外部候选人一样的考虑。在发现更合适的外部候选人的情况下，外部候选人应优先于不太合适的内部候选人。在内部候选人和外部候选人资质相同的情况下，必须优先聘用内部候选人。
- After internally advertising vacancies, the following order should be applied for sourcing candidates.
 - Sourcing through own network or that of colleagues, this is particularly useful for Key Personnel positions.
 - Holding File of previously interviewed or regretted candidates
 - Advertising.
 - Local Recruitment Agencies
 - Group recruitment for pre-opening which involves trip abroad.

在内部通知空缺职位后，应按照下列次序寻觅候选人。

- 通过自己的关系网或同事的关系网，这对于关键人员职位特别有用。
- 以前接受面试或被拒候选人的存档文件
- 广告。
- 本地招聘机构
- 涉及出国旅行的集团开业前招聘。

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4. Where Recruitment Agencies in Europe or Asia are used for Skilled Personnel vacancies, it is essential to check and agree with the Agent prior to hiring how much that Agent will be charging candidates. It is important it is a fair and reasonable charge, if in doubt double check with Head Office. This is to protect potential employees from being exploited by Agencies.

利用欧洲或亚洲的招聘机构招聘空缺技能型人员时，必须在雇用前核实并与该招聘机构商定候选人的收费。公平和合理的费用十分重要，如有疑问，要向总公司复核。这是为了防止潜在员工被招聘机构敲诈。

5. For Department Head positions, General Managers should first contact Head Office to determine if there are any likely candidates in Bavaria Hotels International before sourcing outside candidates. As a last resort Recruitment Agencies may be used via Head Office will approve the use of an Agency as well as recommending which Agency to contact.

It is expressly against company policy that any officer of the company should accept money or gifts from candidates in return for a job.

对于部门主管的职位，总经理应先与总部联系，以在寻觅外部候选人之前确定巴伐利亚州国际酒店是否有任何可能的候选人。作为最后的手段，可经总部批准后利用招聘机构，同时总部会推荐联系的招聘机构。

公司的任何高级人员收受候选人的金钱或礼物以换取一份工作,属于明确违反公司政策的行为。