## THE EMPLOYMENT LIFECYCLE IN THE COMPANY – SAMPLE

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<tr>
<th>Steps</th>
<th>Possible examples</th>
<th>Your company</th>
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| **1. Recruitment of new employees** | - Use of a presentation / slides  
- Use of job ads (incl. on the Internet)  
- Existence of an online job forum on the corporate website  
- Organization of events / cocktails  
- Organization of conferences at Universities |              |
| **2. Writing of the employment contract** | - Contracts are either done in writing or orally – or both.  
  Design of a standard recruitment process that must indicate:  
  - the number of interviews  
  - the partnerships with the company’s management  
  - the procedures of arbitration and the possible recourses  
  - the assessment techniques used (AC, tests…)  
  - … |              |
| **3. Probation period**            | - Nomination of a supervisor  
  - Welcome days / Introduction  
  - Systematic assessments at the end of the probation period  
  - Writing of a first mandate; this document will serve as a reference during the probation period  
  - Use of a standard integration process |              |
| **4. Staff development programs**  | - Development plans set up in accordance with existing job descriptions and annual goals (MBO) – discussion during yearly appraisals  
- Design of succession plans  
- Creation of the company’s people portfolio  
- Identification of official “coaches”, with clearly determined rules of intervention |              |
| **5. Departure from the company**  | - Existence of preparation courses  
- Written methods addressing the different possible cases  
- Outplacement  
- Partnership with social organizations |              |