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MEI General Trading Co LLC
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RECRUITMENT POLICY

Document ID	Recruitment Policy
Date	01 January 2021
Date of Next Review	31 December 2021
Authorized by	Operations Manager
Approved by	Finance Manager
Version	1.0
Responsible Officer	HR Manager
References and Legislation	UAE Labour Law
Revision Date	01 September 2021



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TOPICS COVERED:

1. THE PRINCIPAL
2. APPLICATIONS
3. THE POLICY HIGHLIGHTS
 - a. RECRUITMENT AND SELECTION PROCESS
 - b. ADVERTISING INTERNALLY
 - c. CRAFTING A JOB DESCRIPTION
 - d. EMPLOYEE SELECTION PROCESS
 - e. GIVING CANDIDATE INTERVIEW RESULT
 - f. CONFIRMATION OF OFFER



1. The Principal

MEI General Trading and Co. LLC is committed to an effective recruitment process that attracts the best talent while adhering to company and legal policies of equal opportunity employment.

The Employee Recruitment Policy outlines the guidelines for our managers and recruiting officials to enable them to attract and select the best candidates and preserve the integrity of the hiring process.

We ensure that new hires must be employed in accordance with UAE law with specific requirements as follows.

- To ensure valid work permit is in place
- To ensure fair and free recruitment
- To ensure women are given equal opportunities as men
- All employees must have an equal opportunity and treatment in organization and must not be discriminate against in any way.
- To ensure candidate minimum age 18 years or older will be employed.
- To ensure only local recruitment takes place, MEI does not participate in overseas recruitment drive.
- To ensure employees sourced through local agencies does not pay any fees to the agencies upon appointment.



4. POLICY HIGHLIGHTS

a. RECRUITMENT AND SELECTION PROCESS

The general steps used by the hiring managers are

- Identify an opening or new position within the company.
- Decide to fill the position internally or hire externally.
- Review and update the job description or create one if it's a new position in the company.
- Compose an ad for the position.
- Identify the appropriate platform for posting the advertisement internal or external.
- Decide on selection process and timeframe.
- Review resumes already in the company database.
- Consider passive candidates and contact them.
- Shortlisted candidates will be taken through the selection process.
- Select the most suitable candidates.
- Conduct background checks.
- Select the candidate chosen to join the company.
- Give an offer letter indicating the effective date.
- Issue the contract letter once the candidate accepts the offer



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b. ADVERTISE INTERNALLY

An opportunity can be advertised internally before the company seeks external candidates. For internal advertisement the managers should:

- Set a deadline for receiving applications
- Alert the employees to the openings through company communication outlets such as newsletters, emails or announcements from departmental heads.

c. DRAFTING A JOB DESCRIPTION:

Job ads should include a full description of the role. The ad should be clear and accurately capture the profile of the position. The ad should include:

- A quick summary of the company's mission.
- A brief description of the purpose of the role in the company.
- A list of the principal objectives of the position.
- A summary of principal requirements.
- Application procedure and any documentation that may accompany applications.
- Deadline for submitting applications.



d. EMPLOYEE SELECTION PROCESS:

- Screening of resumes.
- Phone screening.
- Interview.

Extra stages can be added (while some can be removed), at the discretion of the hiring manager and depending on the position being recruited for. For example, a manager can choose to add these stages.

- Group interviews.
- Competency selection tests.
- Referrals evaluation.

e. Giving Candidates Interview Results

Candidates need to know the results of their interview and hiring managers should always communicate with the candidates and update them accordingly. Applicants who are rejected at the shortlisting stage will be informed about this in writing as soon as possible afterwards.



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f. Confirmation of Offer.

After the pre-employment checks have been completed and are deemed to be satisfactory, the successful applicant will be notified in writing that the offer of employment is confirmed.

The confirmation letter will specify the following details:

- job title
- duration of post (permanent or temporary)
- duration of probationary period (if any)
- proposed or agreed start date
- outline of main terms and conditions
- details of how to accept the offer