

Instructions for Hiring Process

Dear [Hiring Manager's Name],

Please follow these steps for the hiring process:

1. **Job Description:** Review and update the job description for the position.
2. **Approval:** Obtain approval from the HR department before posting the job.
3. **Job Posting:** Post the job on designated platforms [List Platforms].
4. **Resume Screening:** Review resumes and shortlist candidates based on qualifications.
5. **Interview Scheduling:** Contact shortlisted candidates to schedule interviews.
6. **Interview Process:** Conduct interviews using the prepared questions.
7. **Candidate Evaluation:** Evaluate candidates and document feedback after each interview.
8. **Background Check:** Conduct background checks on the selected candidate.
9. **Offer Letter:** Prepare and send an offer letter to the chosen candidate.
10. **Onboarding:** Coordinate with HR for onboarding procedures.

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]