

HR Forum Meet 30 Nov 2018

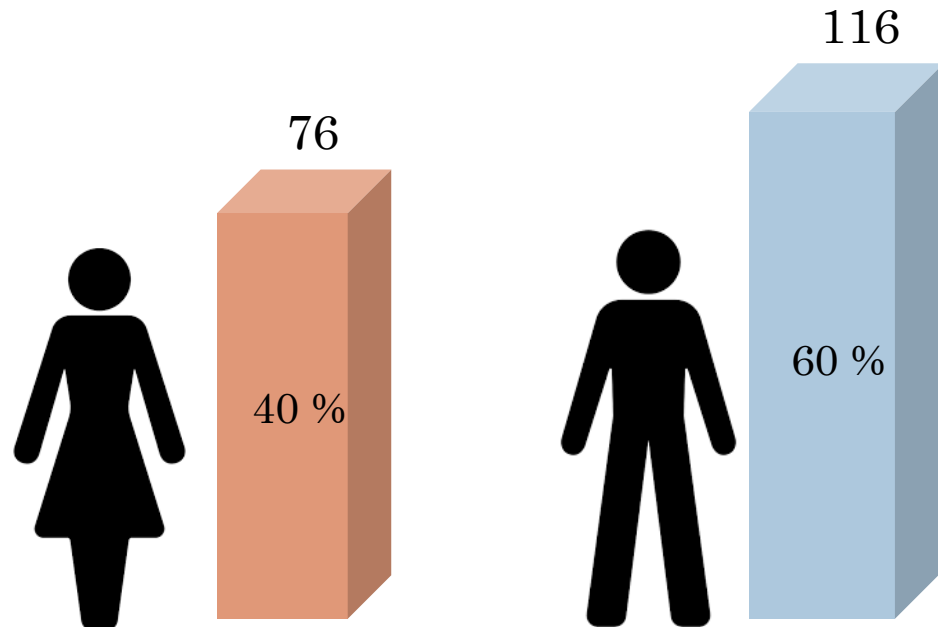


IDF Workforce

IDF Workforce Demographics



Gender Break-up



Age Break-up

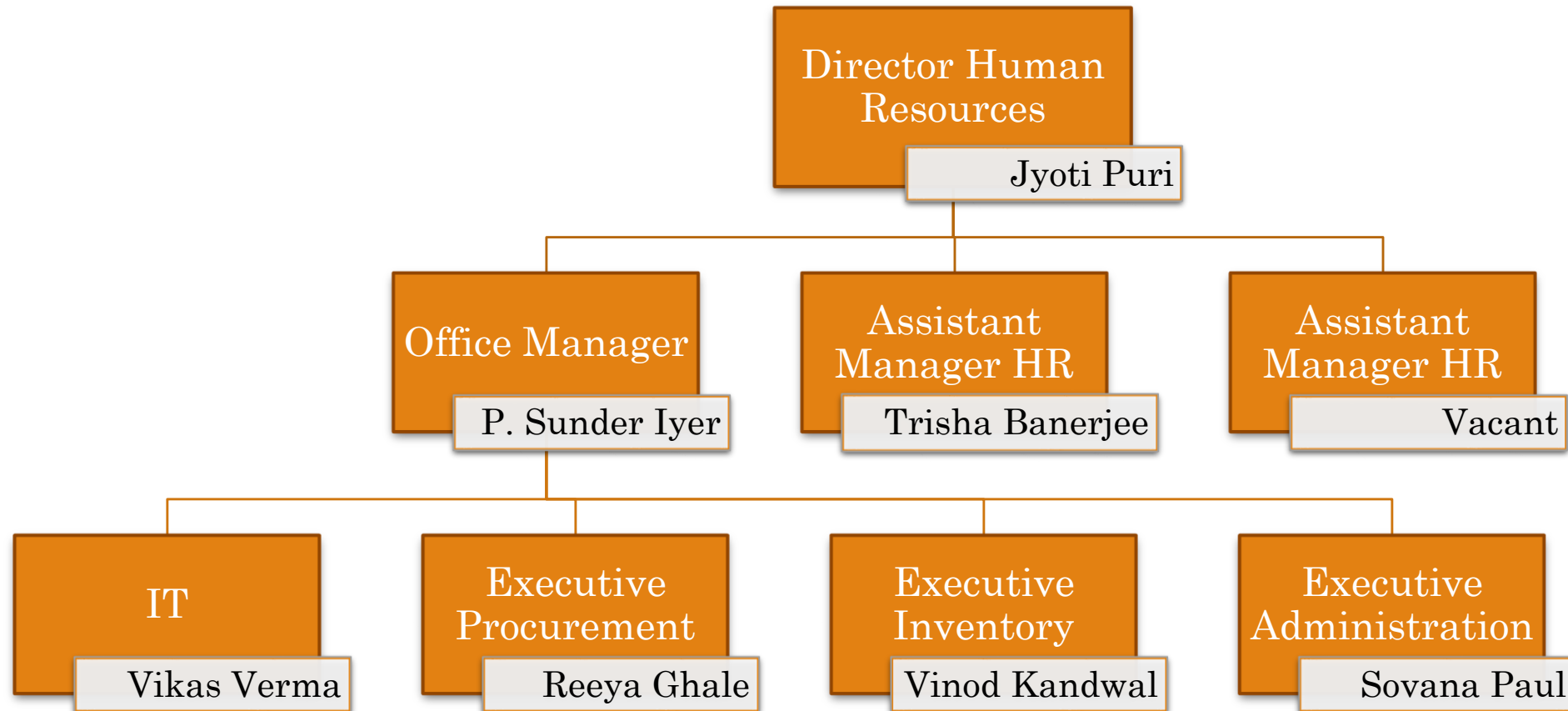
Description	No.
Up to 25 years	9
26 - 34 years	82
35 - 44 years	75
45 - 54 years	23
55 years & above	3

Human Resources



HR & Admin Team

HR & Admin Team



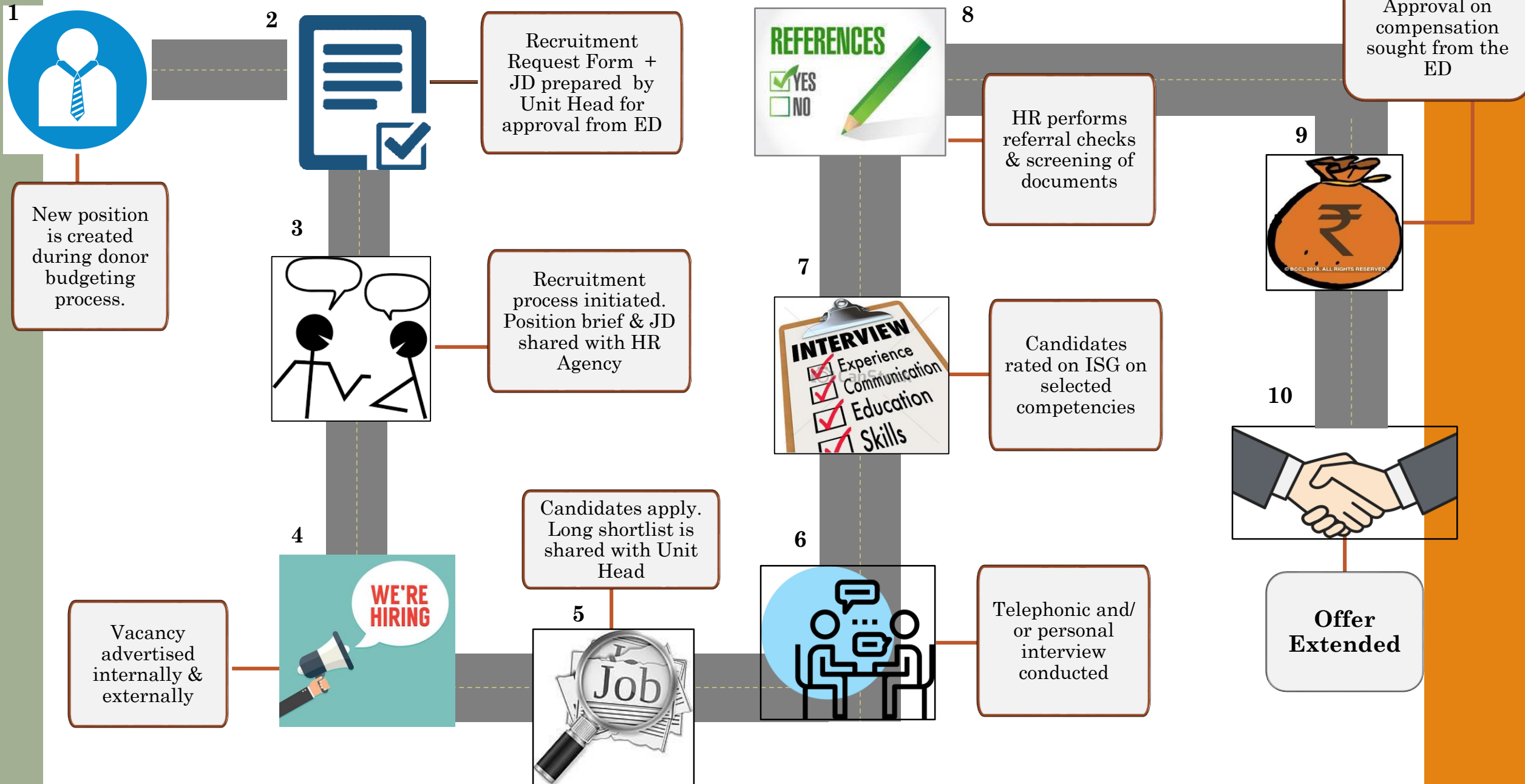
HR Processes

HR Processes

- Recruitment
- On-Boarding
- Performance Management
- Employee Engagement
- Organisation Effectiveness
- Contract Administration
- Leave Management
- Separation

Recruitment Process Overview

Recruitment workflow



Important features of IDF Recruitment Process

- Competency mapping in the ISG
- Pre-interview documentation process
- Telephonic interviews conducted by the HR Agency
- Position Evaluation Form and Role Guide for senior positions
- Online search of the selected candidate as part of reference check process
- Recruitment report shared by the HR Agency detailing
 - Turn around time
 - Criteria of selection
 - Process of selection
 - Documents collected
- Post joining follow-up calls by the HR Agency

On-boarding Process

**We believe on-boarding process
should allow new hire to
experience IDF at heart
of everything it does**

The New Hire On-boarding process begins from the time the new hire accepts the offer

Key elements of the on-boarding process :

Prior to joining

- Joining Folder with Welcome Letter
- Introduction of Buddy

On the joining day

- Welcome with flowers
- New Joinee Form
- HRMS Registration
- Orientation begins

Next 3 months

- In-depth orientation including field visits
- Orientation Checklist
- Probation Review
- Goal Setting
- Feedback call by recruitment agency



Joining folder

KEY COMPONENTS

Welcome
Letter

Mission &
Core Values

Comic Book

I-pal
(Buddy)

Video

Abortion
Scenario in
India – MTP
Act

Program
Collaterals



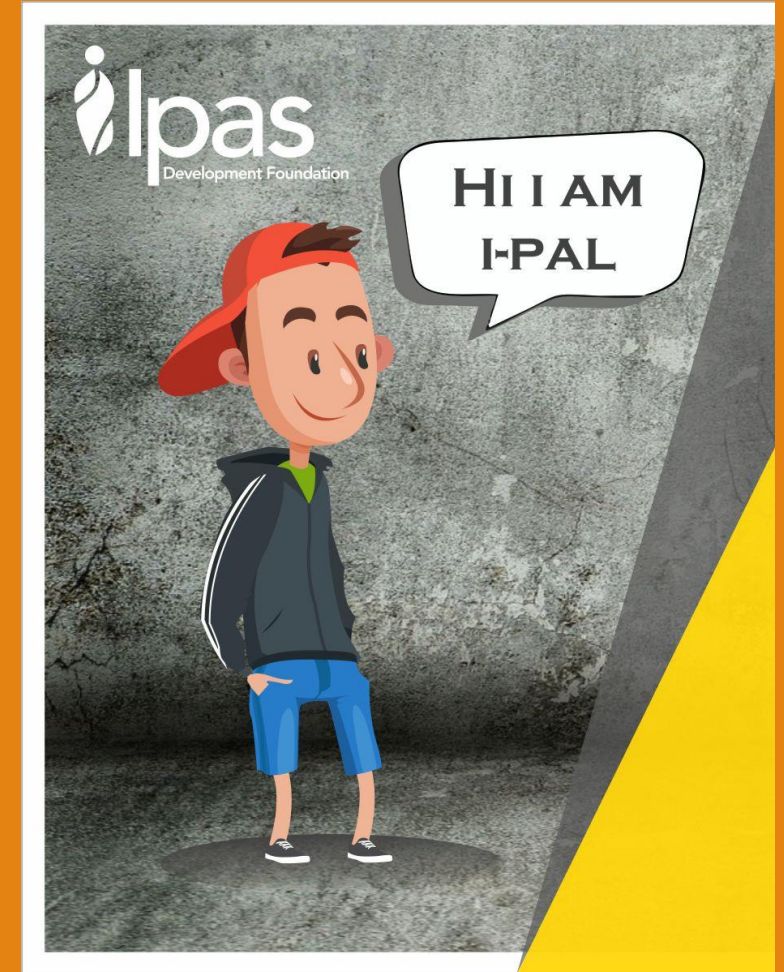
Buddy: I-pal

ROLE OF BUDDY

- Answer questions of general nature
- Show around the workplace
- Accompanies to lunch on Day 1
- Provide information on policies / procedures or direct to the source of information
- Explain use of office equipment's
- Socialise the new employee on IDF's norms, culture, and unwritten guidelines

WHAT BUDDY SHOULD NOT DO

- Involve in discussion related to salary or contracting
- Discussion related to performance expectations



On-boarding Video

Employee Engagement

Employee Engagement

- Climate Survey
- Great Places to Work Survey
- Annual Awards
- Shadow/Field visits as part of on-boarding and through the project
- Exchange visits
- Ipassion

Employee handbook including following policies

- Policy on Grievance Redressal Procedure
- Code of Business Ethics and Whistleblower Policy
- Policy on Prevention of Sexual Harassment
- Policy on Child Protection

Ipas Development Foundation is



TOP 50 MID-SIZED COMPANIES



India's top 10 NGOs



IDF Comprehensive Abortion Care trainings are ISO 9001-2015 certified

The recognitions are testament to our commitment to building a high-trust, high-performance work culture as we work to improve the lives and health of women

Thank you