



E&N HR HEROES SOLUTIONS

Strategic Workforce Intelligence & HR Advisory

RECRUITMENT & ONBOARDING TEMPLATE SUITE

Standardized templates to streamline the talent acquisition and integration process, ensuring alignment with organizational budgets and Tanzanian statutory compliance (ELRA, NSSF, WCF, TRA).



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EN HR HEROES SOLUTIONS

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This document contains three essential, standardized templates designed to streamline the talent acquisition and integration process, ensuring alignment with organizational budgets and Tanzanian statutory compliance (ELRA, NSSF, WCF, TRA).

TEMPLATE 1: STAFF REQUISITION FORM

Purpose: To formally request and justify the opening of a new or replacement position before recruitment begins, ensuring budget availability.

Job Title Requested:	
Department/Project:	
Reporting To (Title):	
Position Type:	<input type="checkbox"/> Permanent <input type="checkbox"/> Fixed-Term Contract <input type="checkbox"/> Casual/Temporary
Reason for Request:	<input type="checkbox"/> Replacement for: _____ <input type="checkbox"/> New Position (Justification attached)
Target Start Date:	
Budget Allocation (Gross/Month):	TZS:
Minimum Qualifications Required:	

Approvals:

Hiring Manager Signature: _____ Date: _____

Finance / Budget Approval: _____ Date: _____

HR Director Approval: _____ Date: _____

TEMPLATE 2: CANDIDATE INTERVIEW SCORECARD

Purpose: To provide a structured, unbiased, competency-based framework for evaluating candidates.

Candidate Name: _____ Date: _____

Position Applied For: _____ Interviewer: _____

Competency / Area	Assessment & Interviewer Notes	Score (1-5)
Technical Expertise (Knowledge, tools, specific skills required for the role)		
Work Experience (Relevance of past roles, achievements, scale of operations)		
Problem Solving (Critical thinking, handling of difficult scenarios, adaptability)		
Communication & Culture Fit (Clarity, teamwork, alignment with company values)		
Compliance/Statutory Check (TIN, NSSF availability, Work/Residence Permit if non-citizen)		

Scoring Legend: 1=Poor / 2=Below Average / 3=Satisfactory / 4=Good / 5=Excellent

Overall Recommendation:

Hire Keep in Talent Pool Reject

Final Comments:

TEMPLATE 3: NEW EMPLOYEE ONBOARDING & COMPLIANCE CHECKLIST

Purpose: To ensure a seamless induction process and absolute compliance with Tanzanian labour (ELRA) and statutory requirements.

Employee Name: _____ Job Title: _____

Start Date: _____ Manager: _____

Task / Compliance Action	Assigned To	Done (Y/N)
PRE-ARRIVAL & DAY 1		
Signed Employment Contract placed in personnel file.	HR	
Collect copies of National ID (NIDA) / Passport.	HR	
Collect TRA TIN Certificate (For PAYE processing).	Finance/HR	
Collect NSSF Number (If new, initiate NSSF registration).	HR	
Workspace, IT equipment, and email accounts created.	IT/Admin	
WEEK 1: INDUCTION		
Review Job Description and establish Probationary Goals (Max 12 months under ELRA).	Manager	
Briefing on Working Hours, Leave Policies, and Payroll cut-off dates.	HR	
Mandatory Briefing: Anti-Sexual Harassment Policy & Grievance Procedures.	HR	
Mandatory Briefing: Occupational Health and Safety (OSHA) standards.	Manager	
MONTH 1 & ONGOING		
Add employee to WCF (Workers Compensation Fund) monthly declaration.	HR/Finance	
First month probation performance check-in completed.	Manager	
Ensure employee is successfully onboarded into the monthly payroll system.	Finance	

Employee Signature: _____ Date: _____

HR Officer Signature: _____ Date: _____