

Recruitment Policy Template

Document Version:

Date:

1. Purpose

Describe the aim of the recruitment policy, such as ensuring a standardized, fair, and transparent recruitment process.

2. Scope

Define the departments, positions, and employment types covered by this policy.

3. Responsibilities

- Outline key roles involved in recruitment (e.g., HR, Hiring Manager).
- Specify decision-making authority and responsibilities for each role.

4. Recruitment Procedure

1. Job Identification & Authorization
2. Job Description Development/Approval
3. Sourcing Candidates
4. Screening & Shortlisting
5. Interview Process
6. Selection & Offer
7. Onboarding

5. Equal Opportunity Statement

Insert a policy statement promoting diversity, equity, and non-discrimination throughout the recruitment process.

6. Confidentiality

Set out expectations for maintaining the confidentiality of candidate and organizational information.

7. Policy Review

Specify when and how the recruitment policy will be reviewed and updated.

8. Approval

Approved By:

Signature:

Date: