

# Employee Recruitment Policy Form

## Policy Title

e.g. Employee Recruitment Policy

## Department/Division

e.g. Human Resources

## Objective

State the objectives of this recruitment policy

## Scope

Define the scope covered by this policy

## Policy Statement

State the policy statement

## Recruitment Procedure

Describe the steps for recruitment

## Responsible Person(s)

e.g. HR Manager

## Effective Date

## Approved By

e.g. CEO/Managing Director

Next Review Date