

# 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

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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