

Recruitment and Selection Policy Template

1. Purpose

This policy outlines the approach and procedures for recruiting and selecting employees at [Your Organization]. It ensures that all recruitment practices are professional, transparent, and fair, supporting the values and objectives of the company.

2. Scope

This policy applies to all recruitment and selection activities for permanent, temporary, and contract roles within [Your Organization].

3. Policy Statement

[Your Organization] is committed to employing the best-qualified individuals while ensuring a transparent, consistent, and non-discriminatory recruitment and selection process.

4. Responsibilities

Role	Responsibilities
HR Department	Oversee and guide recruitment process, ensure compliance with policy, maintain records.
Hiring Manager	Define job requirements, participate in interviews, recommend candidates.
Interview Panel	Conduct interviews, provide feedback, assist in candidate selection.

5. Recruitment Process

- Identifying a vacancy and obtaining approval.
- Preparing and approving a job description.
- Advertising the vacancy internally and externally as appropriate.
- Shortlisting candidates based on objective criteria.
- Conducting interviews and assessments.
- Selecting the most suitable candidate.
- Making an offer of employment, subject to references and background checks.
- Onboarding and induction of new employee.

6. Equal Opportunity

Selection decisions will be based on merit, in accordance with equal opportunity and anti-discrimination legislation. All applicants will be treated fairly and impartially.

7. Confidentiality

All information regarding applicants will be treated as confidential and will only be shared with those involved in the recruitment process.

8. Records and Documentation

Recruitment records and candidate information will be retained for a defined period in compliance with legal and organizational requirements.

9. Review

This policy will be reviewed every [insert period, e.g. two years] or as required to ensure its ongoing relevance and effectiveness.

Document Control

Version	Date	Approved by
[Version]	[Date]	[Name/Title]