

# Recruitment Policy Framework Example

## 1. Purpose

The purpose of this Recruitment Policy is to define the standards, processes, and guidelines for the recruitment and selection of employees, ensuring fairness, transparency, and compliance with all relevant laws and best practices.

## 2. Scope

This policy applies to the recruitment and selection of all permanent, temporary, and contract staff across all departments.

## 3. Policy Principles

- Equal employment opportunity for all applicants.
- Selection based on merit, skills, and experience.
- Commitment to diversity and inclusion.
- Confidentiality of candidate information.
- Adherence to legal and regulatory requirements.

## 4. Recruitment Process

1. **Workforce Planning:** Identify vacancies and required competencies.
2. **Job Description:** Define and update job descriptions and specifications.
3. **Advertising:** Advertise roles internally and externally.
4. **Application:** Receive and screen applications.
5. **Shortlisting:** Identify candidates for interviews.
6. **Interview:** Conduct structured interviews and assessments.
7. **Selection:** Evaluate and select the best candidate.
8. **Offer:** Extend offer of employment and confirm acceptance.
9. **Onboarding:** Initiate induction and orientation.

## 5. Roles and Responsibilities

Role	Responsibility
HR Department	Oversee recruitment, ensure compliance, and guide hiring managers.
Hiring Manager	Define role requirements, participate in selection, and make final decisions.
Interview Panel	Conduct interviews and recommend candidates.

## 6. Monitoring and Review

The effectiveness of this policy will be reviewed annually. Feedback from stakeholders will be considered for continuous improvement.

## 7. Policy Approval

This policy framework is approved by management and is effective from the date signed below.

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*Date / Signature*