

# Recruitment Process Policy Template

## 1. Purpose

The purpose of this Recruitment Process Policy is to outline the procedures and guidelines for recruiting and selecting employees in order to ensure a fair, consistent, and effective hiring process.

## 2. Scope

This policy applies to all departments and positions across the organization.

## 3. Policy Statement

The organization is committed to attracting, selecting, and retaining qualified individuals based on merit, qualifications, and organizational needs, in compliance with all applicable laws and regulations.

## 4. Recruitment Process

- Identifying Vacancy:** Department managers identify vacancies and obtain approval to recruit.
- Job Description:** Review and update the job description to reflect roles and requirements.
- Job Posting:** Advertise vacancies internally and externally as appropriate.
- Application Collection:** Receive and review applications through approved channels.
- Shortlisting:** Screen applications to shortlist candidates based on predefined criteria.
- Interview Process:** Schedule and conduct interviews (can include multiple rounds).
- Assessment:** Conduct relevant tests or assessments if required.
- Reference Checks:** Verify references and employment history.
- Offer of Employment:** Prepare and send employment offer letters to selected candidates.
- Onboarding:** Initiate the onboarding process for new hires.

## 5. Roles and Responsibilities

Role	Responsibility
HR Department	Facilitate the recruitment process, ensure compliance, and maintain all documentation.
Hiring Manager	Define job requirements and actively participate in candidate selection.
Interview Panel	Assess candidates objectively and provide recommendations.

## 6. Equal Employment Opportunity

The organization promotes equal employment opportunity and prohibits discrimination or bias at any stage of the recruitment process.

## 7. Confidentiality

All information and data related to candidates and applicants will be kept strictly confidential and used solely for recruitment purposes.

## 8. Policy Review

This policy shall be reviewed periodically and updated as necessary to ensure relevance and compliance with

legal requirements.

## **9. Acknowledgement**

All participants in the recruitment process are required to acknowledge and adhere to this policy.