

# Sample Recruitment Policy Outline

## 1. Purpose

To establish a consistent approach for attracting, selecting, and appointing qualified candidates for employment in the organization.

## 2. Scope

This policy applies to all recruitment activities for permanent and temporary positions within the organization.

## 3. Principles

- Equal Opportunity
- Merit-based Selection
- Transparency and Consistency
- Confidentiality

## 4. Recruitment Process

1. Workforce Planning
2. Job Description and Job Advertisement
3. Advertising Vacancies
4. Shortlisting Candidates
5. Interview and Assessment
6. Reference and Background Checks
7. Offer of Employment

## 5. Roles and Responsibilities

- Human Resources: Oversee and coordinate recruitment process
- Hiring Managers: Define requirements, participate in interviews

## 6. Documentation and Record Keeping

All recruitment-related documents must be accurately maintained and securely stored.

## 7. Review and Monitoring

This policy will be reviewed periodically to ensure it remains effective and relevant.