

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.