

Staffing Policy Sample Format

1. Purpose

This policy outlines the guidelines and procedures for staffing within [Company Name] to ensure appropriate resourcing, fairness, and consistency in recruitment, selection, and deployment of employees.

2. Scope

This policy applies to all departments and positions within [Company Name].

3. Policy Statement

[Company Name] is committed to recruiting, selecting, and retaining qualified individuals to achieve business objectives while adhering to applicable laws and promoting diversity.

4. Staffing Procedures

- 1. **Workforce Planning:**
 - Assess staffing needs on an annual/quarterly basis.
 - Review job descriptions and qualifications.
- 2. **Recruitment:**
 - Post job vacancies internally and externally as required.
 - Ensure equal opportunity practices are followed.
- 3. **Selection:**
 - Screen applications objectively based on criteria.
 - Conduct interviews and assessments.
 - Obtain references and perform background checks as required.
- 4. **Appointment:**
 - Make offers of employment in writing.
 - Complete onboarding and orientation for new hires.
- 5. **Deployment and Transfers:**
 - Reassign employees based on operational needs and skills.

5. Roles and Responsibilities

Role	Responsibility
HR Department	Coordinate staffing activities, maintain records, ensure compliance.
Department Managers	Identify staffing needs, participate in selection, provide onboarding.
Employees	Participate in relevant processes; adhere to policy.

6. Review and Amendments

This policy shall be reviewed annually or as required to align with organizational needs and legislative changes.

7. Effective Date

This policy is effective as of: [Date]

8. Approval

Approved by	Date	Signature
[Name/Title]	[Date]	_____