

# Standard Hiring Policy Template

## 1. Purpose

The purpose of this policy is to outline the standard procedures for hiring employees and to ensure fair, consistent, and non-discriminatory recruitment practices.

## 2. Scope

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

## 3. Policy Statement

The organization is committed to attracting, selecting, and retaining the best possible talent based on merit, competence, and organizational fit while ensuring compliance with applicable laws and regulations.

## 4. Recruitment Process

1. **Job Requisition:** Department manager submits a request for a new or replacement position.
2. **Job Posting:** Human Resources prepares and advertises the job opening internally and/or externally.
3. **Application Review:** All applications are reviewed against the job requirements.
4. **Interviewing:** Selected candidates are invited for interviews with relevant stakeholders.
5. **Selection:** Most suitable candidate is identified based on qualifications, experience, and fit.
6. **Offer of Employment:** Formal offer is made to the selected candidate.
7. **Onboarding:** HR coordinates the onboarding process for the new hire.

## 5. Equal Opportunity

The organization is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, national origin, disability, or any other characteristic protected by law.

## 6. Confidentiality

All information regarding applicants and the hiring process is to be handled with strict confidentiality.

## 7. Policy Review

This policy will be reviewed annually and updated as required to ensure compliance with relevant laws and organizational needs.

## 8. Approval

This policy is approved by the management and is effective as of the date noted below.