

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

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