

Talent Acquisition Policy Template

1. Purpose

This Talent Acquisition Policy outlines the procedures and guidelines for sourcing, recruiting, and onboarding new employees to ensure fair, transparent, and effective hiring aligned with organizational objectives.

2. Scope

This policy applies to all hiring for permanent, temporary, and contract positions across all departments and locations of the organization.

3. Policy Statement

The company is committed to attracting and selecting qualified candidates through a fair and consistent recruitment process that promotes equal opportunity and diversity.

4. Roles and Responsibilities

Role	Responsibility
Hiring Manager	Identify staffing needs, develop job descriptions, participate in interviews, and make hiring decisions.
HR Department	Support recruitment, facilitate advertising, screen applicants, and ensure compliance.

5. Recruitment Process

1. Identify Hiring Need
2. Create/Update Job Description
3. Obtain Approvals
4. Advertise Position
5. Shortlist Applicants
6. Conduct Interviews and Assessments
7. Reference and Background Checks
8. Offer of Employment
9. Onboarding

6. Equal Opportunity

Selection decisions are based on qualifications, skills, experience, and organizational fit, regardless of race, gender, age, religion, or any protected status.

7. Confidentiality

All information regarding candidates will be treated as confidential and used solely for the purpose of recruitment.

8. Policy Review

This policy will be reviewed periodically to ensure relevance and effectiveness.

