# Assessment task 2

## Organisational document

You must submit at least **one** policy document.

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| **Policy title:** | **Recruitment policy** |
| **Purpose: Ensuring a Consistent and Fair Process, Show guide for new people for an organisation.** | |
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| **Scope: This includes Identifying needs, Job descriptions and defining roles.** | |
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| **Definitions: attracting, selecting and interviewing.** | |
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| **Policy statement: outline proper guidelines on how to hire new people for an organisation and while attracting top talent.** | |
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| **Procedures: It should candidate experience, background checks, data protection and company values.** | |
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| **Related policies and procedures: This policy ensures that the entire hiring exercise is fair and gives everyone an opportunity to show case their skills to the recruitment team.** | |
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