**Employee Recruitment Policy**

**POLICY BRIEF AND PURPOSE**

Our staff recruiting and selection policy outlines the steps we use to find and hire external applicants. Our recruiters and hiring managers can use this recruitment policy sample as a guide to build an efficient hiring process.

At every level of the hiring process, we adhere to our equal opportunity policy. Hiring teams should strive for a well-organized, discrimination-free procedure.

**SCOPE**

All workers who are involved in hiring for our organization must follow this recruitment and selection policy. It refers to all possible job applicants.

**POLICY COMPONENTS**

What is the procedure for recruitment and selection?

In general, hiring teams could take the following steps:

- Determine the need for an opening.

- Decide whether you want to hire externally or within the company.

- Analyze the job description and create a job advertisement.

- Choose acceptable (external or internal) sources for posting the opening.

- Determine the steps of selection and the timeframe for completion.

- Examine resumes in the ATS/company database.

- Locate inactive candidates

- Application shortlist

- Complete all stages of the choosing process.

- Check your background.

- Choose the best qualified candidate.

- Make a formal offer.

Stages may cross over. HR managers can add or delete the processes as and when required. Every hiring process must include the first five stages.

**Internal job postings**

Before beginning to recruit external applicants, hiring managers can publish a job position internally. If they want to post internally, they have the following options:

- Set an internal application deadline.

- Use newsletters, emails, word-of-mouth, or automated emails from an applicant tracking system to announce their opening.

**Writing Job descriptions**

Hiring managers can design job advertisements with detailed job descriptions for each position. Job advertisements should be concise and factual in describing the open position. They ought to include:

- A concise summary of our business and mission

- A brief description of the role's function

- a list of roles and responsibilities

- a list of prerequisites

- How to Implement

The style of the job ad should be consistent with our company's distinct voice. It should be addressed to 'you' in a friendly and inviting manner. Jargon, long phrases, and gendered language should all be avoided.

**Stages of employee selection**

Our organization has a basic hiring process that may be customized to fit the needs of a certain role. Our usual procedure entails:

- Screening of resumes

- Phone screening

- Project

- Interview

Depending on the position being filled, hiring managers may choose to add or eliminate steps. They could, for example, include the following selection stages/methods:

- Assessment facilities

- Interviews in groups

- Competency/Knowledge or other types of examinations for selection

- Evaluation of Referrals

In most of the cases, the resume screening and steps of the interview are needed.

**Interview evaluations**

Recruiters and hiring managers should always let candidates know if they have been rejected after an interview. It's bad for our employer brand if we keep candidates in the dark.

We also encourage hiring managers to provide candidates with interview comments. They should first consult with HR to ensure that they are not exposing themselves to legal action. The main criteria for drafting feedback emails to candidates are to be brief, respectful, and keep feedback job-related.

**Offers revoked**

The recruiting manager and human resources department should prepare and sign an official paperwork if a formal requirement is revoked. A legitimate cause for rescinding the offer should be included in this document. Reasons for this include:

- The candidate is not legally permitted to work for our organization at a specific place.

- Candidate has faked references or otherwise misled about a major issue

- Candidate fails to accept the offer within the given time frame (deadline must have been included in the offer letter)

As quickly as feasible, hiring managers and HR must formally tell the candidate.