

Recruitment Policy

Objective:

To establish a fair and transparent process for recruiting qualified candidates to meet organizational needs.

Scope:

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

Policy Guidelines:

1. Job Requisition:

- Department heads must submit a job requisition form for approval before initiating recruitment.
- The requisition must include job description, qualifications, and justification.

2. Advertising Vacancies:

- Vacancies will be advertised internally and externally to ensure equal opportunity.
- Job postings will be published on the company website and relevant job portals.

3. Selection Process:

- A selection panel will be formed to conduct interviews and assessments.
- Candidates will be evaluated based on qualifications, experience, and cultural fit.

4. Background Checks:

- Final candidates will undergo reference and background checks.
- Employment is contingent upon satisfactory results.

5. Offer and Onboarding:

- Selected candidates will receive a formal offer letter.
- HR will coordinate onboarding and orientation activities.

6. Equal Opportunity:

- The organization is committed to non-discriminatory hiring practices.
- All candidates will be treated fairly regardless of race, gender, age, or background.

Review and Amendments:

This policy will be reviewed annually and updated as necessary to reflect organizational changes and legal requirements.