

MadeUpName, LLC

Recruitment & Selection Policy

Purpose

The purpose of this policy is to ensure a consistent, fair, and transparent recruitment and selection process that attracts and retains qualified individuals who align with MadeUpName, LLC's values and culture.

Scope

This policy applies to all hiring activities for full-time, part-time, and contract positions at MadeUpName, LLC.

1. Guiding Principles

- Recruitment and selection will be based on merit, skills, experience, and cultural fit.
- Equal opportunity and non-discrimination will be maintained at all stages.
- The process will be transparent, ethical, and aligned with applicable employment laws.

2. Workforce Planning

Department heads may identify hiring needs based on project demand, business growth, or turnover. HR will review requests and ensure budget alignment before initiating recruitment.

3. Job Descriptions

HR and hiring managers will collaborate to create clear, accurate, and inclusive job descriptions that outline key responsibilities, qualifications, and competencies.

4. Recruitment Channels

Vacancies may be posted internally and externally through the company website, job boards, LinkedIn, referrals, and local universities. Preference is given to cost-effective and diversity-supportive channels.

5. Selection Process

Typical selection steps include: 1. Application screening by HR. 2. Technical and/or behavioral interviews. 3. Skills assessments or coding tests (for technical roles). 4. Reference and background checks (if applicable).

6. Interview Standards

Interviewers will: - Ask consistent, job-related questions. - Take objective notes. - Avoid bias and discrimination.

7. Offer of Employment

HR will prepare written offer letters specifying compensation, benefits, and start date. Offers must be approved by the hiring manager and CEO before release.

8. Confidentiality

All applicant data and recruitment documentation must be handled confidentially and retained according to the HR Documentation & Recordkeeping Policy.

9. Conflict of Interest

Employees involved in hiring must disclose any personal relationship with candidates and recuse themselves from related decisions.

10. Feedback and Communication

All applicants will be informed of the outcome of their application in a timely and respectful manner.

11. Compliance

This policy complies with applicable federal and New York State employment laws, including EEO and data protection standards.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department