

# Recruitment and Selection Policy

The Recruitment and Selection Policy (hereinafter referred to as “the policy”) contains the policy of conduct observed by “**Company name**” in the recruitment and selection process. The purpose of the policy is to provide a standard for the recruitment and selection procedure. The policy is set up chronologically, from the time that the job becomes open for recruitment to the date the position is filled.

“**Company name**” is committed to employ, in its best judgment, suitable candidates for approved positions while engaging in recruitment and selection processes that are in compliance with all applicable employment laws. The policy focuses on to provide equal employment opportunity for employment to all applicants and employees.

## Underlying Principles

The policy is based on the following underlying principles:

- The applicant will be chosen on the basis of suitability with respect to the position.
- The applicant will be informed of the application procedure and the details of the vacant position.
- The company will request that the applicant provide only the information that is needed to assess suitability for the position.
- The applicant will provide the company with the information it needs to form an accurate picture of the applicant’s suitability for the vacant position.
- The information provided by the applicant will be treated confidentially and with due care;
- the applicant’s privacy will also be respected in other matters.
- If an applicant submits a written complaint to the company, the company will investigate
- and respond to the complaint in writing.

The policy applies to a procedure that is directed toward filling a vacancy within the company and for which the recruitment of candidates takes place by a) public announcement, such as in advertisements in newspapers, radio, state agencies, or the internet; b) notice boards or internal

recruitment and/or c) through employment agencies, recruitment and selection agencies, or executive search.

## **Position Information**

Should the company decide that a vacancy exists or will exist and must be filled, it will prepare a job description with the relevant details of the position. The job detail will include the duties and responsibilities of the position, the level/place of the position within the organization, the nature of the employment (for example, temporary or permanent), working hours and duration (for example, part-time or shift work), and work location. Job requirements may relate to professional competence (education, knowledge, and experience) and skills.

## **Recruitment**

In addition to the relevant job description, the job advertisement will state the method of application.

## **Selection Phase**

The company will endeavor to notify the applicant within a reasonable time (normally within several weeks) after the closing date for submission of applications:

- If the applicant has been rejected.
- If the applicant has been invited for an interview.

The company will ask questions on those aspects that are relevant to the position and/or job performance. The applicant will provide the company with information that gives a true and fair picture of his/her professional competence (education, knowledge, and experience) and will not withhold information that he/she knows or ought to know is important to the fulfillment of the vacancy for which he/she is applying.

The company will provide the applicant with a reasonable amount of information that the applicant needs in order to be able to form as complete a picture as possible of the job vacancy and of the company.

## Further Information

If the company requires further information from third parties and/or other sources about the applicant, it will request the applicant's prior consent unless this is not required pursuant to a statutory or generally binding provision. The intended information must be related to the position to be filled and may not disproportionately infringe upon the applicant's privacy.

## Rejection and Completion of the Application Procedure

The company should decide at any stage during the process that an applicant is not qualified to fill the position; the company will endeavor to notify the applicant. The rejection will be in writing (by letter or by e-mail message). The application procedure is considered to be concluded if the position has been filled or if the company has decided that the position should be withdrawn.

Only those persons who are still participating in the procedure will receive written notification.

All information, written or otherwise, received from an applicant will remain active for 60 days.

The company cleanses all applicant data three years after submission. All offers and agreements will be recorded in writing upon position acceptance.

## Complaints

The company will review all written complaints made by applicants and will respond to the applicants normally within one month.

**Disclaimer:** This policy template is meant to provide general guidelines and can be used as a reference. As it is not a legal document, it might not consider all pertinent local, state, or federal legislation. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.