**Recruitment Policy**

**[Company Name]**

This Recruitment Policy (“Policy”) is designed to provide clear guidelines regarding the company’s process of attracting, evaluating, and hiring new employees. The purpose of this policy is to provide consistent, standardized criteria to guide the company’s recruitment process, align it with its culture and values, minimize bias, ensure fair treatment of all candidates, and maintain legal compliance.

## 1. Recruitment philosophy

We believe great talent goes beyond qualifications. We look for people who bring the right skills, growth mindset, and alignment with our values. We hire based on a balance of experience, potential, and cultural fit — with a focus on building diverse, high-performing teams.

## 2. Recruitment framework

Our recruitment process follows a clear structure from job requisition to onboarding:

1. Job requisition & approval
2. Role advertising & sourcing
3. Screening & interviews
4. Assessments & checks
5. Offer & documentation
6. Onboarding

Each stage outlines clear responsibilities and decision points — HR leads coordination, and hiring managers guide selection. This ensures consistency, while allowing flexibility for different roles.

## 3. Job requisition and approval process

Before any hiring starts, managers must submit a job requisition form. This includes the role purpose, reporting line, and budget justification. Approval from the department head and HR is required — no job can be advertised or filled without this approval.

## 4. Advertising and sourcing channels

We use a mix of internal and external platforms to source candidates. This includes:

* Our careers page
* LinkedIn and other job boards
* Specialist agencies (where approved)
* Internal mobility programs
* Employee referrals

We tailor channels based on the role type and seniority. HR maintains the list of preferred platforms and partners.

## 5. Interviewing and selection procedures

All interviews follow structured guides and scoring rubrics tied to job requirements and company values. We use standardized criteria to reduce bias and ensure consistency. Every role has a clear selection process, including:

* Pre-screening
* Panel interviews
* Role-specific assessments (if needed)
* Final decision based on scoring and panel discussion

## 6. Background and reference checks

We conduct relevant checks after the final selection but before sending the offer. These may include:

* Reference checks
* Employment verification
* Background or criminal checks (for specific roles)

HR handles these checks with each candidate’s written consent, and according to legal requirements.

## 7. Offer management and documentation

Once a candidate is selected, HR prepares a formal offer using the standard offer letter template, reviewed by legal. Internal approvals from HR and the hiring manager are required before sending the offer. All terms must align with company policies.

## 8. Equal opportunity and anti-discrimination clauses

We are committed to equal opportunity in all recruitment activities. We do not discriminate based on age, gender, disability, nationality, ethnicity, sexual orientation, or other protected characteristics. This principle applies across job ads, selection criteria, interview processes, and hiring decisions.

## 9. Review dates and policy ownership

HR owns this policy. It will be reviewed every 12 months, or sooner if there are major changes to labor laws or hiring strategy. The Head of HR is responsible for ensuring the policy remains up to date.

## 10. Resources

Relevant recruitment resources we use include:

* [Internal Interview Questions](https://www.aihr.com/blog/internal-interview-questions/)
* [Employee Referral Program Policy Template](https://www.aihr.com/wp-content/uploads/Employee-Referral-Program-Policy-Template-PDF2.pdf)
* [Job Requisition Form Template](https://www.aihr.com/wp-content/uploads/Job-Requisition-Form.docx)
* [Offer Letter Template](https://www.aihr.com/wp-content/uploads/Offer-Letter-Template-Simple-1.docx)

|  |
| --- |
| Version control: V1  Last reviewed date:  Reviewer: [Name and/or Title]  Next review date due:  By reviewer: [Name and/or Title] |

[A screenshot of a cellphone

Description automatically generated](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)