

Recruitment and Selection Policy

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Document Overview



Use this customizable PeopleGoal Recruitment and Selection Policy template as an outline for your company's hiring policies. The PeopleGoal Recruitment and Selection Policy describes terms for hiring, revoked offers, and application feedback. Simply adjust the information in the brackets to suit your company's needs.

Recruitment and Selection

Our company seeks to recruit candidates with the best available skills or experience necessary to perform their duties. Every employee is valuable and contributes to the success of this organization. Recruitment and selection decisions are made by the [Department Manager] and [Human Resources Manager] on the basis of an applicant's skills and experience as well as an applicant's fit into the culture of the organization.

All job applicants are guaranteed equal opportunities throughout hiring processes. [This company] is an Equal Opportunity Employer and is committed to hiring of job applicants regardless of race, color, age, sex (including sexual orientation, pregnancy or gender identity) ethnicity or nationality, religion, disability, or medical history.

As new positions become available, both qualified internal and qualified external employees are invited to apply. Notices regarding available positions may be posted on [the PeopleGoal platform, LinkedIn, the company website, and on recruitment sites such as Indeed].

Internal and external applicants are treated equally for hiring purposes. Generally, the recruitment and selection process is handled in the following way:

- The applicant applies online through the applicant tracking system portal and completes a resume and two writing samples.
- Qualified applicants are invited to an initial in-person interview. (Please note: Applicants may be invited to more than one interview, either in-person, online, or via video chat.)
- Shortlisted applicants will be contacted and interviewed by a second manager.
- Background checks are run on suitable applicants.
- Managers consult with [Human Resources], and the [Human Resources Manager] will reach out with an official offer. The official offer will be in writing, and include details of the salary and benefits package.

Revoked Job Offers

A job offer may be revoked if there is a legitimate reason to do so. Revoked job offers may occur where an applicant has been dishonest in their application, where an applicant is not legally allowed to take the job offer, and/or where an applicant is involved in an ongoing legal dispute, which may affect their performance. If a job offer is revoked, the [Human Resources Manager] will reach out to the applicant in writing to inform the applicant of the reason for revocation. An applicant whose offer has been revoked has [seven business days] to respond, if they would like to do so.

Application Feedback

Due to the high volume of applications, hiring managers are unable to respond to or provide feedback to all applicants.

Disclaimer



The PeopleGoal Policies are general templates and should only be used as a basis for company policies. Please take into account all local, state, and federal laws when drafting your company's final policies. This is not a legal document or a contract, and PeopleGoal will not assume any legal liability associated with the use of this document.

