**Recruitment and Selection Process**

**Purpose**

[Company Name] is committed to employing the best qualified candidates while engaging in recruitment and selection practices that comply with all applicable employment laws. It is the policy of [Company Name] to provide equal employment opportunity to all applicants and employees.

Authorization from the Human Resources (HR) Director is required to initiate any action for an open position, including recruitment expenditures, advertising, interviewing and offers of employment.

**Recruitment Process**

* The hiring manager submits a completed requisition to the HR department.
* The HR department will assign a requisition number to assist in tracking and reporting.
* The HR department will meet with the hiring manager to discuss the position and determine the most effective recruitment and selection process.
* Recruitment sources will include some or all of the following:
  + [Company Name] website.
  + Internal posting.
  + Online job boards.
  + Social media sites.
  + Niche publications.
  + Retained agency search.
  + Temporary agency placement.
  + Employee referrals.
* The HR department and hiring manager will review resumes of qualified candidates to identify the most appropriate candidates for interviewing.
* The HR department will conduct telephone pre-screens of identified candidates and schedule in-person interviews with the hiring manager.

**Selection Process**

This process applies for external hires only.

* Hiring managers are responsible for conducting timely, effective interviews of qualified candidates. The HR department is available to advise hiring managers on interview techniques and final candidate selection.
* A candidate evaluation form will be completed for each candidate interviewed and will be used to make a final candidate selection.
* Upon the selection of the final candidate, the hiring manager and the HR department will collaborate to develop an appropriate offer of employment (including position title, compensation, etc.).
* The HR department or hiring manager will extend the verbal offer of employment to the candidate selected. The HR department will prepare a written offer of employment that is contingent upon the successful completion of the required background checks.
* The HR department will conduct reference checks and background checks on the selected final candidate.
* Upon receipt of an offer letter signed by the candidate and the successful completion of background checks, the HR department will close out the requisition on the tracking report.