

Recruitment and Selection Policy



Policies on recruitment and selection outline how recruitment will be done and provide guidelines for the selection process.

Recruitment includes tasks like writing a job description and job postings, and going through the steps of posting it internally (e.g. bulletin boards, intranet, e-mail notification), externally (e.g. newspaper ads, temp agencies, internet), or both.

Selection includes tasks like reviewing resumes, interviewing, work related testing, reference checks and the final employment offer.

From the words in a job posting to the questions asked during an interview, it is obligatory to be objective and to focus on the requirements of the job in order to avoid discriminatory practices. Consult applicable human rights legislation to ensure your recruitment and selection process complies with it.