

Use of Organizational “Fit” as a Criterion for Recruitment & Hiring Policy



STATEMENT OF COMPANY CULTURE: [*insert a statement that defines your company's culture.*]

1. HIRING PHILOSOPHY

ABC Company is committed to hiring individuals of the highest professional and personal character and furnishing them a workplace that brings out their best qualities and thereby maximizes their opportunity to succeed. In furtherance of this commitment, ABC Company considers an array of factors in determining whether individuals should be offered positions to work at the company, including whether individuals “fit” ABC Company’s organizational culture—as stated in the box above.

2. STATEMENT OF NON-DISCRIMINATION

ABC Company is also committed to furnishing equal opportunity of employment to all individuals regardless of their race, religion, ethnicity, nationality, gender, disability, age, family status, sexual orientation, political belief, criminal background, source of income or other personal characteristics protected by human rights laws.

3. PURPOSE

The purpose of this Policy is to establish a framework and set of procedures that ABC Company personnel can use to evaluate whether individuals seeking positions with the Company are an appropriate fit with its culture in a way that is clear, consistent, fair, objective and non-discriminatory.

4. WHAT FIT MEANS:

Based on internal research and the input of managers, supervisors and employees in all departments, ABC Company has identified the characteristics that individuals who succeed in the organization are likely to possess. Although it’s not a scientific

indicator, ABC Company is of the judgment that such characteristics are the best indicator of the kinds of individuals who best fit its culture. Accordingly, individuals involved in the hiring decision will consider whether they possess the following characteristics: *[Insert characteristics]*.

5. GUIDELINES FOR INTERVIEWS

One purpose of the job interview is to gather the information needed to determine whether the applicant possesses the above characteristics. To that end, ABC Company personnel involved in job interviews must follow these guidelines:

- As a general rule, base interview questions on real-life situations that have occurred in your workplace;
- Ask questions that give applicants a chance to talk about their leadership ability and how they work as a member of a team;
- All applicants must be asked the following questions:
 1. What is the culture like at your current or most recent company?
 2. What is your ideal job and why?
 - What do you think it takes to be successful at ABC Company?
 1. In what kind of environment do you work best?
 2. Which of your qualities do you consider most important?
 3. What do you think the most important qualities for this job are?
 - How would you fit with ABC Company's corporate culture?

6. OTHER FIT DATA COLLECTION PRACTICES

[Describe anything else you do to collect data about an applicant's fit.]

7. USE OF DATA

[Indicate how the answers to fit questions and other data are factored into the decision of whether to hire the applicant.]