

Hiring Policy Template

Note: This template is to give you some guidelines to consider while crafting your policy. It is not meant to be complete and may not take into account specific laws or regulations of your area or specific jobs. It's always wise to run a policy like this past legal counsel to ensure compliance.

Purpose of the Hiring Policy:

- 1-3 sentences
- The reason for the policy
- The company's hiring philosophy.

EEO (Equal Employment Opportunity) Statement (Optional):

- 1-2 sentences
- Company's dedication to equal employment opportunities and fair hiring practices.

Scope of the Policy:

- 1-3 sentences
- To whom the policy applies
- If you have different policies for special situations, this may include links to direct the reader to them

Personnel Requisitions:

- Things to consider adding here:
 - Who determines a new position is needed
 - What to include in the requisition
 - Where to send the requisition for review
 - Who approves the requisition
 - HR's role in handling the requisition

Posting the Job/Recruitment:

- Things to consider adding here:
 - Who creates the job ad and how
 - Where to post the job ad
 - Rules for sourcing passive candidates
 - Time frame for posting the job ad (and actions to take if there are no applicants)
 - Post within the company?
 - Reward/bonus if employee-referred candidates?

Internal Hiring:

- Things to consider adding here:
 - When or what jobs should be promoted internally
 - How to promote an opening internally
 - Deadline for accepting internal applications
 - How will an internal candidate's selection process differ from external candidates? (Do they compete or are they given first choice?)

Interview Procedures & Processes:

- Things to consider adding here:
 - Who conducts the interview
 - How many interviews are done (may vary by position)
 - How are interviews conducted (online, in-person, via recorded video)
 - How are candidates evaluated (forms, discussion, objective standards)
 - When and how to send interview feedback

Selection Process:

- Things to consider adding here:
 - Who narrows down the list of candidates
 - What criteria are used to narrow down candidates
 - How are candidates narrowed down (skills tests, phone screenings, resume screening)
 - How quickly are candidates notified of rejection or progress
 - Who in the hiring process is kept in the loop

Skills Tests/Assessments:

- Things to consider adding here:
 - What skills or personality tests are administered (could be by job position)
 - How are these tests conducted
 - When in the application process are they conducted
 - Standards to meet (pass/fail, top percentage)

Reference Checks:

- Things to consider adding here:
 - When and how to check references
 - How many references are required
 - When are references not needed (rehires, internal hires)

Job Offer Guidelines:

- Things to consider adding here:

- Steps before a formal job offer is given, like drug or background tests
- Who presents the job offer
- Who crafts/agrees to the job offer
- Rules for negotiation (who approves pay or benefits increase, for example)
- How long an offer stands on the table before being revoked

Rehires:

- Things to consider adding here:
 - When can a past employee be rehired
 - What disqualifies a past employee from being rehired?
 - How is the rehire process different?

Revoked Offers (Optional or folded into offers):

- Things to consider adding here:
 - Grounds for revoking an offer
 - Time before an offer naturally expires
 - What paperwork is needed when an offer expires/is revoked

Onboarding Process:

- 3-4 sentences
- Summarize key points of onboarding
- Paperwork needed
- Training needed
- Differences for internal hires or rehires