

Employment Policies

Recruitment

Policy Option 1

«_CompanyName» leadership position in the business community demands that recruitment be conducted in an aggressive manner to attract top caliber individuals in all levels of the organization. Positions may be filled by transfer or promotion of current employees or the recruitment and hiring of new employees. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals, or technical and trade referrals. The [PERSONNEL DIRECTOR] is the only person who is authorized to approve recruitment funds. Supervisors/managers should discuss the most appropriate method of recruitment for filling departmental positions with the [PERSONNEL DIRECTOR]. All recruitment shall be conducted in an ethical, professional, and non-discriminatory manner.

A list of current openings will be posted on all company bulletin boards.

Policy Option 2

«_CompanyName» provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience, and training.

As positions become available within the company, prior to outside recruitment, the [PERSONNEL DIRECTOR] and hiring manager shall determine the availability of qualified candidates within the company. Recruitment may be conducted through schools, employment agencies, and company advertising.

Contact the [PERSONNEL DIRECTOR] to discuss the most appropriate method of recruitment. The company bulletin board will display all current openings.

This policy excludes those employed through temporary agencies or “job shops.”



Forms

Please see the following related Word templates:

- Employment Opportunity
- Job Application – Construction
- Job Application – IT
- Job Application – Manufacturing
- Job Application
- Employment Policies and Release Form



Posters

Please see the following Equal Employment Opportunity Act posters:

- EEO Equal Employment

This PDF was created with

OfficeReady
PDF Edition 3.0

Visit www.TemplateZone.com to
find out how you can start creating PDFs

Image for demo purposes only. PDFs created
with OfficeReady will NOT have this image