


Date Issued:	7 th Jan 2018	Policy No. HR004 Pg. 1/2
Revised Date:	-	
Department:	Human Resource (HR)	

Recruitment Policy

EJ'S SOLUTION LTD, believes in equal employment opportunity and committed to diversity and inclusion in our workforce. All qualified applicants/employees will receive consideration for employment without regard to the individual's age, race, colour, religion or creed, national origin or ancestry, sex (including pregnancy), sexual orientation, gender, gender identity, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law.

▪ **Employee Hiring**

Our company has a standard hiring process that may be tweaked according to a role's requirements. Our standard process involves:


- Resume screening
- Phone screening
- Interview
- Interview Feedback

Hiring managers may choose to add/remove stages depending on the role they're hiring for. For example, they can add the following selection stages/method Referrals evaluation.

▪ **Posting Jobs**

Company can post a job opening internally before starting to recruit external candidates. If the hiring manager decide to post internally, they required to include:

- Set a deadline for internal applications
- Communicate their opening through emails, internal HR portal to the entire organization
- Company is not limited or required to post job internal before advertising it to the external candidates

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- **Creating job position or role**

Hiring managers can create job position, but also required to specify full job descriptions of each role created. Job ads should be clear and accurately represent the open position. They should include:

- A brief description of our company and mission
- A short summary of the role's purpose
- A list of responsibilities
- A list of requirements
- How to apply

- **Revoked offers**

In case when a formal offer has to be revoked, the hiring manager and human resources department should draft and sign an official document. This document should include a legitimate reason for revoking the offer. Legitimate reasons include:

- Candidate is proved to not be legally allowed to work for our company at a specific location
- Candidate has falsified references or otherwise lied about a serious issue
- Candidate doesn't accept the offer within the specified deadline (deadline must have been included in the offer letter)

Hiring managers and HR must notify the candidate formally as soon as possible.

- **Interview feedback**

Recruiters/ hiring managers should always inform candidates they interviewed that they decided to decline them an offer. Leaving candidates in the dark can be damaging to our employer.