

Employee Recruitment and Selection Policy using local labour

Swift Brickwork Contractors Ltd Recruitment and Selection Policy in respect to staff recruitment is adapted to your local needs and circumstances.

The Principle

Our company is committed to an effective recruitment process that attracts local personnel while adhering to company and legal policies of equal opportunity employment.

The Employee Recruitment Policy outlines the guidelines for our managers and recruiting officials to enable them to attract and select the best candidates and preserve the integrity of the hiring process.

Application

All employees who are involved in hiring for the company, including potential candidates, are affected and bound by the policy.

Recruitment and Selection Process

The general steps used by the hiring managers are:

- Identify an opening or new position within the company.
- Decide to fill the position with local people.
- Review and update the job description or create one if it's a new position in the company.
- Compose an advert for the position.
- Identify the appropriate platform for posting the ad; internal or external.
- Decide on selection process and timeframe.
- Review resumes already in the company database.
- Consider passive candidates and contact them.
- Shortlisted candidates will be taken through the selection process.
- Select the most suitable candidates.

- Conduct background checks.
- Select the candidate chosen to join the company.
- Give an offer letter indicating the effective date.
- Issue the contract letter once the candidate accepts the offer.
- Issue a confirmation letter after the candidate successfully completes the probation.
- These stages can be merged or may overlap at the convenience of the hiring managers. However, the first five stages are mandatory for the hiring process.

Advertising locally and via existing staff.

Advertise on company media sources.



M Walsh
Managing Director