



RECRUITMENT POLICY



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INTRODUCTION .

Serving Humanity Foundation (SHF) is committed to ensuring that its recruitment practices are transparent, inclusive, and aligned with its values of equality, diversity, and fairness. This policy provides a framework for recruiting qualified candidates in a fair and consistent manner, promoting equal opportunity, and ensuring that SHF attracts and retains the best talent to achieve its mission.

This policy applies to all recruitment and selection activities carried out by SHF, including hiring for permanent, temporary, part-time, and volunteer positions.

POLICY OBJECTIVES .

The objectives of this policy are:

- A** To ensure that SHF attracts the most qualified candidates for each position through a fair, transparent, and efficient recruitment process.
- B** To establish standardized recruitment practices that align with SHF's commitment to equality and diversity.
- C** To prevent discrimination in all stages of the recruitment process, ensuring that all candidates are assessed solely on their skills, qualifications, and potential.
- D** To ensure that recruitment decisions are made in line with SHF's strategic objectives and staffing needs.

DEFINITION OF TERMS .

RECRUITMENT

The process of identifying, attracting, and selecting individuals for employment or volunteer roles within SHF.

SELECTION

The process of evaluating candidates through interviews, assessments, and other methods to determine their suitability for a particular role.

EQUAL OPPORTUNITY

The principle of providing equal access to employment opportunities without discrimination based on personal characteristics such as race, gender, disability, age, religion, or sexual orientation.

SHORTLISTING

The process of narrowing down the list of candidates based on their qualifications and experience, selecting those who meet the criteria for further evaluation.

POLICY STATEMENT .

- A** SHF is committed to recruiting individuals based on merit, skills, and experience, ensuring that all candidates are treated fairly and without discrimination.
- B** SHF will ensure that recruitment processes are conducted transparently, with clear communication about job roles, requirements, and selection criteria.
- C** SHF is committed to promoting diversity within its workforce, ensuring that individuals from all backgrounds have equal access to opportunities.

PRINCIPLES OF RECRUITMENT .

The following principles guide SHF's recruitment process:

MERIT-BASED SELECTION

All candidates will be evaluated based on their skills, qualifications, and ability to perform the job, ensuring that recruitment decisions are free from bias or favoritism.

TRANSPARENCY

SHF will provide clear and accessible information about job vacancies, including detailed job descriptions, qualifications, and selection criteria. All candidates will be informed of the recruitment process and timelines.

EQUALITY AND DIVERSITY

SHF is committed to promoting diversity in the workplace. Recruitment practices will be free from discrimination, ensuring that individuals from all backgrounds are considered based on their abilities and potential.

CONFIDENTIALITY

SHF will ensure that all personal information provided by candidates is treated confidentially and used solely for the purpose of the recruitment process.

ROLES AND RESPONSIBILITIES .

BOARD OF DIRECTORS

Ensure that SHF's recruitment practices align with the organization's strategic objectives and values.

Review and approve senior-level appointments and key recruitment decisions.

HIRING MANAGERS

Work closely with the HR department to define the skills and qualifications needed for each position.

Participate in shortlisting, interviewing, and evaluating candidates.

Ensure that recruitment decisions are based on merit and align with SHF's strategic goals.

CEO

Provide leadership in the recruitment process, ensuring that all recruitment activities are aligned with SHF's mission and objectives.

Approve job postings and make final decisions on appointments for key roles.

HUMAN RESOURCES DEPARTMENT

Manage all aspects of the recruitment process, including advertising vacancies, shortlisting candidates, and coordinating interviews.

Ensure that recruitment practices comply with SHF's policies on equality, diversity, and non-discrimination.

Provide hiring managers with guidance and support in conducting interviews and assessments.

Maintain accurate records of the recruitment process and provide reports to senior management.

PARTNERS AND CONTRACTORS

Encourage qualified individuals to apply for open positions and provide support in sharing job openings within their networks.

Participate in the recruitment process as needed, such as serving on interview panels or providing input into candidate evaluations.

POLICY PROVISIONS.

JOB ADVERTISING

SHF will advertise job vacancies in an open and accessible manner, ensuring that job opportunities reach a wide range of candidates. Job postings will include a clear job description, qualifications, selection criteria, and details on how to apply.

SHF will use multiple channels to advertise vacancies, including the SHF website, social media, job boards, and outreach to specific communities to encourage diversity in applications.

INTERVIEW AND SELECTION PROCESS

SHF will conduct fair and structured interviews to evaluate candidates. Interview questions will be relevant to the role and designed to assess the candidate's skills, experience, and suitability for the position.

Where appropriate, SHF may use additional assessment tools, such as written tests, presentations, or practical exercises, to evaluate candidates.

Interview panels will include multiple members to ensure a balanced and fair evaluation of candidates.

OFFER OF EMPLOYMENT

Once a candidate has been selected, SHF will make a formal offer of employment, which will include details of the role, salary, benefits, and conditions of employment. Candidates will be provided with time to review and accept the offer.

SHORTLISTING

The HR department, in collaboration with the hiring manager, will review all applications and create a shortlist based on the selection criteria outlined in the job description. Candidates who meet the minimum qualifications will be considered for further evaluation.

REFERENCE CHECKS

SHF will conduct reference checks for shortlisted candidates to verify their qualifications, experience, and suitability for the role. Reference checks will be conducted confidentially, and no offer of employment will be made without satisfactory references.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

SHF will ensure that all recruitment decisions are free from discrimination and bias. Recruitment processes will comply with local and international laws regarding equal employment opportunities.

SHF will provide reasonable accommodations for candidates with disabilities to ensure equal access to the recruitment process.

INDUCTION AND ONBOARDING

SHF will provide new employees and volunteers with a structured induction program to familiarize them with the organization's policies, values, and culture. Onboarding will include orientation, training, and support to ensure a smooth transition into the role.

REPORTING PROCEDURES .

MONITORING RECRUITMENT

- The HR department will monitor recruitment practices to ensure compliance with SHF's policies and objectives. Regular reports on recruitment activities, diversity statistics, and hiring outcomes will be provided to senior management.

FEEDBACK FOR CANDIDATES

- SHF will provide feedback to unsuccessful candidates upon request, ensuring that all candidates understand the outcome of the selection process and how they can improve their future applications.

SANCTIONS .

DISCIPLINARY ACTIONS

- Any employee or manager who fails to comply with SHF's recruitment policy or engages in discriminatory hiring practices may face disciplinary action. SHF will take appropriate steps to address any violations of the policy and ensure that future recruitment activities are conducted in line with its values.

POLICY REVIEW .

A This policy will be reviewed every two years or as necessary to reflect changes in employment law, best practices, or SHF's strategic objectives.

B The HR department, in collaboration with senior management, will conduct the policy review and recommend any necessary revisions to the Board of Directors.



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