SOP: Formation of Recruitment Committee and Role Assignment

This SOP details the **formation of the recruitment committee and role assignment**, including the selection criteria for committee members, defining roles and responsibilities, establishing the recruitment timeline, outlining communication protocols, and ensuring a structured and transparent recruitment process. The objective is to streamline candidate evaluation, promote accountability, and secure the best talent for the organization through a collaborative and organized approach.

1. Purpose

To standardize the process for forming a recruitment committee, assigning roles, and managing the recruitment process transparently and efficiently.

2. Scope

This SOP applies to all recruitment processes for permanent and contractual positions within the organization.

3. Procedure

1. **Committee Formation**
   - HR initiates the formation of the recruitment committee before the start of any hiring cycle.
   - Committee membership should typically include:
     - HR Representative (Chairperson)
     - Department Head / Supervisor
     - Subject Matter Expert (if applicable)
     - Diversity or Compliance Officer (optional)
2. **Selection Criteria for Committee Members**
   - Relevant experience in recruitment or hiring.
   - Understanding of organizational needs and role requirements.
   - Demonstrated fairness and objectivity.
   - Availability and commitment throughout the recruitment process.
3. **Role Assignment**

Role	Responsibilities
Chairperson (HR)	Leads the process, coordinates meetings, ensures adherence to SOP, and maintains documentation.
Department Head	Provides input on technical suitability of candidates and department-specific needs.
Subject Matter Expert	Assesses technical skills and role-specific competencies.
Compliance Officer	Ensures compliance with diversity and equal opportunity policies.

4. **Recruitment Timeline Establishment**
   - Develop and document a recruitment schedule, including key dates for shortlisting, interviewing, and final selection.
   - Communicate the timeline to all committee members and stakeholders.
5. **Communication Protocols**
   - All committee meetings should be scheduled in advance and attendance tracked.
   - Minutes of meetings must be documented and distributed to all members.
   - All communications with candidates must be coordinated via the HR Chairperson.
6. **Documentation & Transparency**
   - Retain all documentation related to the recruitment process as per organizational policy.
   - Provide feedback to unsuccessful candidates upon request.
7. **Review & Continuous Improvement**
   - After each recruitment cycle, solicit feedback from committee members to improve the process.

4. References

- HR Policy Manual

- Equal Opportunity Employment Guidelines

5. Revision History

Version	Date	Description	Author
1.0	2024-06-01	Initial SOP release	HR Department