



# Greencastle

## **Recruitment Policy**

**Company Policy No:** 15SA  
**Company:** Greencastle Solutions Ltd  
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# Recruitment Policy

## 1. Purpose

The purpose of this Recruitment Policy is to establish a transparent, consistent, and equitable framework for attracting and appointing qualified candidates to meet the current and future staffing needs of the organization.

## 2. Scope

This policy applies to all permanent, temporary, contract, and internship roles across all departments and levels within the organisation.

## 3. Policy Statement

We are committed to:

- Attracting and retaining the best available talent
- Ensuring a fair, inclusive, and non-discriminatory recruitment process
- Complying with applicable labour laws and employment equity principles
- Using strategic sourcing methods, including internal promotions and external job sites

## 4. Recruitment Procedure

### 4.1 Workforce Planning

- All vacancies must be aligned with the approved organisational structure and budget.
- Hiring managers must submit a recruitment request form with job descriptions and approval from relevant executives.

### 4.2 Job Advertisement

Vacancies will be advertised via:

- **Internal platforms** (staff portal, email circulars)
- **External job sites**, including:
  - LinkedIn
  - Indeed
  - PNet

### 4.3 Application & Shortlisting

- All applications will be screened against the minimum requirements in the job description.
- Shortlisting will be done objectively based on qualifications, experience, and competencies.
- HR and the hiring manager will jointly review shortlisted candidates.

#### **4.4 Interview & Assessment**

- Interviews will follow a structured format with standardised questions.
- Where applicable, technical assessments, case studies, or psychometric tests may be used.
- A minimum of two interviewers will be present to ensure fairness.

#### **4.5 Selection & Offer**

- The preferred candidate will be selected based on merit, diversity targets, and organisational fit.
- HR will prepare an offer letter and handle salary negotiations.
- Upon acceptance, a formal employment contract will be issued.

#### **4.6 Background Checks**

- Before final appointment, candidates must undergo:
- Qualification and reference checks
- Criminal and credit checks (if role-specific)

#### **4.7 Onboarding**

New hires will undergo an orientation and onboarding process within their first month.

### **5. Internal Recruitment**

- Vacancies will be advertised internally for a minimum of 5 working days before external posting (unless business urgency dictates otherwise).
- Internal candidates are encouraged to apply for growth opportunities and will be considered fairly.

### **6. Employment Equity**

- Recruitment will support the company's Employment Equity Plan.
- Reasonable accommodation will be made for candidates with disabilities.

### **7. Confidentiality**

All recruitment records, candidate data, and interview notes are confidential and will be stored securely in accordance with POPIA.