



Title:	Staff Recruitment Policy		
Document ID:	POL-8		
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1. POLICY STATEMENT

Crystal Lean Solutions (CLS) is committed to recruiting and developing staff in a consistent and fair manner to maximise both personal development and services delivered to our clients.

CLS ensures that staff are recruited and hired in a consistent manner that ensures the candidate is aligned to the requirements of the role that they are hired to perform. This includes both technical competencies and behavioural requirements to meet the vision of the organisation.

CLS is committed to supporting and developing its staff in the appropriate manner to improve staff skill set. The expected results for the staff are continued marketability and personal growth while simultaneously delivering superior results to our clients.

This Policy is managed through the following SOP's:


- SOP-7 Staff Recruitment Process
- SOP-5 Employee Development Training

All candidates are assessed based on their abilities and experience against key criteria for the position as outlined in the agreed job specification. Suitable candidates are interviewed by the CLS Management.

In all cases, the successful candidate must submit copies of relevant qualifications with a curriculum vitae, proof of identify and other relevant supporting documentation.

Documentation for successful candidates is maintained in accordance with CLS's Quality Management System.



All appointments are made subject to a minimum six-month probationary period. During this probationary period, the candidate's role is closely monitored by CLS through ongoing review and feedback.

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1. REVISION HISTORY

Revision #	Reason for Revision
1	Original Version

2. DOCUMENT APPROVALS

Role	Name	Signature and Date
Author	Maria Ryan	 22/2/22
Approver	Christy Murphy	 22/2/22