ISO 30405:2016-09 (E)

Human resource management - Guidelines on recruitment

Contents

Page

Foreword iv

Introduction v

1 Scope 1

2 Normative references 1

3 Termsanddefinitions 1

4 Recruitment guidelines 3
4.1 General 3
4.2 Potential talent pool 4
4.3 Talent pool 4
4.3.1 General 4
4.3.2 Identify and/or confirm characteristics of the vacancy/opening 4
4.3.3 Create recruitment plan 5
4.3.4 Internal talent pool 6
4.3.5 External talent pool 7
4.3.6 Tools to assist in the recruitment workflow 7
4.4 Applicant pool 7
4.5 Candidates for further assessment 8
4.6 Candidate management 8
4.7 Pre-boarding 9
4.8 Boarding 10

5 Measurement, analysis and improvement 10
5.1 General 10
5.2 Measurement process 11
5.3 Analyse results 11
5.4 Improvement 11

Annex A (informative) Employer brand and recruitment 13

Annex B (informative) Commonly used recruitment metrics 15

Annex C (informative) Commonly used tools for sourcing/recruitment/search 17

Annex D (informative)Commonlyusedtoolsforrecruitmentworkflow 18

Bibliography 19