



Human resource management — Guidelines on recruitment



AS ISO 30405:2019

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- Australian Chamber of Commerce and Industry
- Australian Council of Trade Unions
- Australian HR Institute
- Australian Industry Group
- Australian Organisation for Quality
- Australian Society of Rehabilitation Counsellors
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Preface

This Standard was prepared by the Standards Australia Committee MB-009, Human Resources and Employment.

The objective of this Standard is to provide guidance on how to attract, source, assess and recruit people. It focuses on key processes and practices, including—

- (a) recruitment policy development;
- (b) flow from the sourcing of potential applicants to the boarding of new recruits; and
- (c) evaluation and measurement.

This Standard can be used by any organization regardless of type or size.

This Standard is identical with, and has been reproduced from, ISO 30405:2016, *Human resource management — Guidelines on recruitment*.

As this document has been reproduced from an International Standard, a full point substitutes for a comma when referring to a decimal marker.

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The terms “normative” and “informative” are used in Standards to define the application of the appendices or annexes to which they apply. A “normative” appendix or annex is an integral part of a Standard, whereas an “informative” appendix or annex is only for information and guidance.

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