## HR10 Recruitment and Selection Code Set

Processes related to searching for and obtaining a pool of potential candidates with the desired knowledge, skills and abilities necessary to effectively conduct the business of the legal operation. Includes processes necessary to effectively facilitate the selection of the most appropriate candidates to fill job vacancies against defined position descriptions and specifications. Affirmative Action, Equal Employment Opportunity and Diversity regulations, programs and policies are integrated into these activities.

### HR10.10 Staffing Management

Sourcing, recruiting, hiring and retaining the human resources needed to support business objectives. It includes processes for management of pre-employment screening and testing, contingent staffing, retention strategies, recruitment technologies, recruitment process outsourcing, and workforce planning.

### HR10.15 Recruitment Strategy

Developing and maintaining a recruitment strategy to ensure the organization has the necessary knowledge, skills and abilities (KSA's) to meet current and future strategic and operational requirements. It includes adherence to internal and external (i.e. government, client, customer) staffing requirements (i.e. contractor/sub-contractor requirements, diversity goals, professional credentials, etc.).

### HR10.20 Applicant Recruitment

Searching for and obtaining a pool of potential candidates with the desired knowledge, skills and abilities and the use of processes and technologies designed to facilitate the applicant recruitment process.

### HR10.25 Eligibility Review and Certification

The selection of the most appropriate candidates to fill job vacancies against defined position descriptions and specifications. It includes interviews, testing, background checks, verifications, employment eligibility/foreign worker sponsorship activities and credentialing.


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