## INTERNATIONAL STANDARD

ISO 30405

Second edition 2023-06

## Human resource management — Guidelines on recruitment

 ${\it Management des ressources humaines-Lignes directrices relatives au recrutement}$ 



## ISO 30405:2023(E)



## **COPYRIGHT PROTECTED DOCUMENT**

© ISO 2023

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office CP 401 • Ch. de Blandonnet 8 CH-1214 Vernier, Geneva Phone: +41 22 749 01 11 Email: copyright@iso.org Website: www.iso.org

Published in Switzerland

Foreword			Page <b>iv</b>	
1	Scop	ne	1	
2	Norr	native references	1	
3	Tern	ns and definitions	1	
4	Recr 4.1 4.2	General Preparing and planning the recruitment process 4.2.1 Requisition	3 4	
	4.3 4.4	4.2.1 Requisition	4 6 6	
	4.5	Assess 4.5.1 General considerations 4.5.2 The ratio of candidates to vacancies 4.5.3 The identified knowledge, skills, abilities and other characteristics required 4.5.4 Cost and effectiveness	7 8 8	
	4.6 4.7	Decision-making Pre-boarding	9	
5	Lear	ning and continual improvement	10	
Ann	ex A (in	formative) Employer brand and recruitment	.11	
Ann	ex B (in	formative) Artificial intelligence	.13	
Annex C (informative) Verification			.15	
Rihl	ingranl	nv	16	