

## Marco normativo

El procedimiento para la selección de personal debe ajustarse a los principios del código de ética de la empresa y la aplicación del "Manual Operativo del Departamento de Recursos Humanos".

En cumplimiento de las regulaciones oficiales e internacionales se recomienda la consulta de las siguientes normas:

- ISO 27001: Selección de personal
- ISO 37001: Contratación de personal
- ISO 30408: Gestión de Recursos Humanos
- ILO General principles and operational guidelines for fair recruitment

## Revisión

El MANUAL DE SELECCIÓN DE PERSONAL ADMINISTRATIVO 2023 es un producto de la revisión del MANUAL DE SELECCIÓN DE PERSONAL ADMINISTRATIVO 2015 que tiene como antecedentes:

- GUÍAS PARA LA CONTRATACIÓN DE PERSONAL ADMINISTRATIVO (2002)
- MANUAL DE CONTRATACIÓN DE PERSONAL ADMINISTRATIVO (2003)
- MANUAL DE SELECCIÓN DE TALENTOS ADMINISTRATIVOS 20010

Este manual está actualizado al 01/07/2022 y estará sujeto a revisiones futuras

## Responsables

La EMPRESA es responsable del contenido de este manual. La información presentada ha sido diseñada por los representantes del departamento de Recursos Humanos en colaboración con los líderes del área administrativa. Ante cualquier duda o comentario, dirigirse a las oficinas de RRHH o al número XXX-XXXXXX.

# Manual De Procedimientos De Una Empresa Ejemplo

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