



Former employee Rehire Policy & Rules for employees

- ☐ HR department reviews personnel records to decide whether the employee is eligible for rehire.
- ☐ If they are eligible, HR manager decide whether the employee is qualified for a particular position. If they aren't eligible, HR department should inform them
- ☐ Employees who were terminated for cause or abandoned their job aren't eligible for rehiring
- ☐ If they're qualified, hiring managers contact the former employee and make necessary arrangements. These arrangements include (an interview), a pre-screening test
- ☐ Former employee who rehires will get a new employee code and attend a new induction process
- ☐ Eligible former employees may still apply for a different position

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