

# Rehire Policy Template



**AIHR**

ACADEMY TO  
INNOVATE HR

# [Company] Rehire Policy

Our [Company] rehire policy outlines the rules for rehiring former employees.

## Who is eligible for rehire

Employees who left the company for one of the following reasons can be considered for rehire if their performance at [Company] was satisfactory:

- Voluntary resignation
- Company lay-offs due to business needs
- Expired contract
- Termination for other reasons except for violation of company policies, illegal or unethical behavior

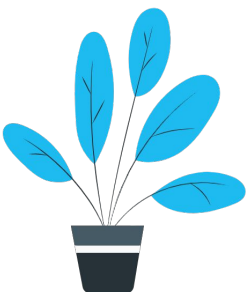
## Who is not eligible for rehire

Employees who left the company for one of the following reasons will, in general, not be considered for rehire:

- Termination for violation of company policies, illegal or unethical behavior
- Termination due to an unsatisfactory rating on their most recent performance evaluation
- Job abandonment
- Not showing up on the first day after accepting a job offer

## Employee status and benefits

1. Former employees who've been with us for less than [12] months will be considered new hires if they are rehired. As such, they will [partly] go through our hiring and onboarding process.
2. Former employees who've been with us for more than [12] months may not have to go through all the hiring and onboarding procedure. These employees can be recognized for seniority and they can be eligible to participate in our company's benefits plans. This is the case if a former employee is rehired, and if they were absent for a shorter period than the period they previously worked at [Company]. For example, Joe worked for us for 5 years, went elsewhere for 3 years, and came back.
3. Former employees who've been away for more than [X] years will be considered new hires in any case.



## Rehire procedure

When a former employee applies, this is the procedure that should be followed:

- HR verifies whether or not the employee is eligible based on the criteria layed out in this policy.
- If they are eligible and qualified for the position they apply for, and have been with [Company] for less than [12] months, they go through our standard hiring procedure. If rehired, they go through our standard employee onboarding.
- If they are eligible and qualified for the position they apply for, and have been with [Company] for more than [12] months, they go through at least a [pre-employment assessment/pre-screening/etc.] and an interview. If rehired, the go through our custom reboarding program.

