RECRUITMENT

PROCEDURE
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7 ADDITIONAL INFORMATION

7.1 Legislation

7.2 Employee Agreement/s

7.3 Company Policy

DOCUMENT INFORMATION
1 Purpose
The aim of this document is to provide guidance on <COMPANY> Recruitment procedure to ensure that the most suitable applicant is appointed to a vacant position by using ethical standards in the recruitment, selection and induction of employees consistent with business requirements.

2 Scope
This procedure applies to:
- all permanent, casual and temporary employees for recruitment within the <COMPANY>

3 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>&lt;Generally employed based on a common law contract&gt;</td>
</tr>
<tr>
<td>Wages</td>
<td>&lt;Generally employed under an Enterprise Agreement (EA)&gt;</td>
</tr>
</tbody>
</table>

4 Flowchart

5 Recruitment Process
<COMPANY> is committed to a fair and equitable recruitment process based on Equal Employment Opportunities and merit-based appointments. Table 1 describes <COMPANY>’s recruitment process with applicable steps, actions, tools and responsibilities.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Tool / Document</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. VACANCY IDENTIFIED</td>
<td>Review existing position description (PD)</td>
<td>Existing PD</td>
<td>HR &amp; HOD</td>
</tr>
<tr>
<td>Existing position</td>
<td>Develop PD &amp; Evaluate position</td>
<td>PD Template</td>
<td>HR &amp; HOD</td>
</tr>
<tr>
<td>New position</td>
<td>Prepare Employment Request</td>
<td>Request to Employ Form</td>
<td>HOD</td>
</tr>
<tr>
<td>Budgeted</td>
<td>Prepare Employment Request</td>
<td>Request to Employ Form</td>
<td>HOD</td>
</tr>
<tr>
<td>Non-budgeted</td>
<td>Prepare submission for Pres. Aust. Op’s approval</td>
<td></td>
<td>HR &amp; HOD</td>
</tr>
<tr>
<td>2. PREPARE EMPLOYMENT REQUEST</td>
<td>Identify Staff or Wages position</td>
<td>Enterprise Agreement and / or Employment Contract</td>
<td>HOD &amp; HR</td>
</tr>
<tr>
<td></td>
<td>Summarise major responsibilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Define selection criteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nominate Contact Officer and Selection Panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify Internal or Internal/External Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. ADVERTISE</td>
<td>Draft Advertisement (layout and copy)</td>
<td>Expression of Interest form</td>
<td>HR</td>
</tr>
<tr>
<td></td>
<td>Nominate closing date</td>
<td></td>
<td>HR</td>
</tr>
<tr>
<td></td>
<td>Expression of Interest notice</td>
<td></td>
<td>HR</td>
</tr>
<tr>
<td></td>
<td>External Advertising</td>
<td></td>
<td>HR</td>
</tr>
<tr>
<td>4. INTERVIEW</td>
<td>Select applicants for interview based on essential</td>
<td>Interview Questionnaire</td>
<td>Selection Panel</td>
</tr>
<tr>
<td></td>
<td>and desirable criteria</td>
<td></td>
<td>Facilitator (HR)</td>
</tr>
<tr>
<td></td>
<td>Arrange interview schedule, locations and contact candidates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. ASSESSMENT TESTING</td>
<td>Where applicable, conduct testing before, after or concurrent with interviews</td>
<td>Assessment Tests</td>
<td>HR</td>
</tr>
</tbody>
</table>