**Introduction:**

Introduce self, ensure 100 points of ID are photocopied, and check paperwork before commencing… P0

1. ALL of the following forms MUST be completed and signed: **General Details, Medical History, Authority to Represent, Super Choice, Casual Contract, TFN Form,** **Chandler Induction** P1
2. One of the following MUST be completed and signed:

* **Fit2Work Application** including **Police Check Authority Form** (citizens or permanent residents**),** *OR* P2
* **Police History Statutory Declaration** (visa holders/non-residents) P3

**Background/Overview Questions:**

|  |  |
| --- | --- |
| 1. Tell me about your work history? …   *[Ask questions based on candidate’s industry experience, ask candidate to talk more about their licences/tickets] EX:*   * Confident on forklift? * RF scanning experience? * Experience using power tools? * Ok to do containers/lifting restrictions? | P4    P5 P6 P7 P8 |
| 1. Why are you leaving/why did you leave your current workplace? … *[Validate this answer with the reference check]* | P9 |

Talk to candidate about the current position(s) available *… [Include tasks they may be asked to do, pay rate, locations, on-call nature of the work, etc.]*

**Selection/Situational Questions:**

|  |  |
| --- | --- |
| 1. In a factory/warehouse, what are some of the most important OH&S rules? … *[Suitable answers: wearing correct PPE, obeying safety signs, following pedestrian walk-ways, correct manual handling techniques, reporting hazards]* | Q1 |
| 1. While on site, if a supervisor asks you to perform a task that you are uncomfortable or unfamiliar with, how would you handle this situation? … *[Suitable answers: ask for relevant training on the task, report any hazard to supervisor or Chandler]* | Q2 |
| 1. Tell me 3 of your strengths, that would differentiate you from other applicants? | Q3 |
| 1. This role will require you to work independently as well as in a team – please tell me about a time where you experienced each of these work environments? | Q4 |

**OH&S Testing:**

1. Eye-sight Test – ask candidate to read 2-3 lines from the eye-chart T1
2. Reading Test – ask candidate to read 3 of the safety signs and interpret what they mean T2

**Conclusion:**

*IF* you are satisfied with the candidate’s answers, OH&S testing results, and you believe they are suitable, **explain the Chandler Induction document:** *\*you may skip this part if they did not present well during interview and you are certain you will not be presenting them to a client\**

HIGHLIGHT:

* **Office hours** – general inquiries are to be directed here
* **24/7 afterhours service for urgent matters –** they MUST call if they are sick, running late, emergencies, etc.
* **No-show policy** – no second chances are given to any casual who doesn’t show up for a shift. They are immediately taken off our books
* **Reporting Hazards** – safety is our main concern, so if they are in doubt, they are required to report anything to Chandler

Rated : R1 By Consultant : C1