

This document is Recruitment, Selection and Induction Policy and Procedures.
It is part of the supporting assessment resources for Assessment Tasks 1 and 3 of BSBPMG534.

Boutique Build Australia

Recruitment, selection and induction policy and procedures

Policy Statement

Boutique Build Australia is committed to recruiting and selecting quality staff. It is also committed to inducting staff to ensure that they understand their job role and can follow all required procedures.

Principles

Selection decisions will always be made on merit, to avoid discrimination and unfairness.

The University adheres to the following legislation:

- Racial Discrimination Act 1975
- Sexual Discrimination Act 1984
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986
- The Age Discrimination Act 2004.
- Equal Opportunity for Women in the Workplace Act 1999

Scope

This policy and procedure applies to all staff who undertake recruitment, selection, induction and termination. This policy and procedure is supported by, and linked to the company's Strategic Plan, and Staff Code of Conduct.

Procedures

Staff and management recruitment, selection and appointment.

- Prior to the recruitment process commencing, HR develops a position description or accesses an existing position description. Ensure that all information in the position description is accurate and identifies the key responsibilities and desirable skills and attributes.
- HR will advertise the position using the organisation's preferred medium(s) and advertisement templates. Advertisements will clearly specify the purpose of the role, key selection criteria, mandatory qualifications and a contact name and number,
- Following the receipt of applications, HR and the responsible manager will develop a shortlist of applicants based on the applications provided and their suitability to the role. Ensure that all shortlisted applicants have the mandatory qualifications required of the position or the ability to obtain them.
- Interview of shortlisted candidates will be completed with HR and the responsible manager. Standard questions will be used and accurate notes will be taken.
- Following the interview, HR and the responsible manager will agree on the selected applicant and referee checks will occur using the Reference Check form.
- Letter of offer is developed using standard letter template and sent out to successful candidate/s
- Rejection letter is developed using standard letter template and sent to unsuccessful candidates

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Casual employment

Under some conditions, such as participating at a trade fair, short-term employment outside normal working hours is needed. In such situations, the open positions are to be advertised internally by email to staff.

The hours that the staff works can be compensated against working hours.

If no enough Boutique Build employees are available, an employment agency can be contacted.

Staff and manager induction

- HR creates a staff file for the new staff member and all documents relating to the recruitment process are stored.
- Staff member completes all required documentation for employment, including contracts, staff details forms and TFN form.
- Ensure that the signed contract is on file.
- Induction plan is created and initial induction completed.
- Inductions as per plan are conducted during the first three months, which is also the probationary period.
- At least 2 days prior to the probationary period lapsing, HR will hold a review and support session with the employee. This session is to be used as a feedback and review opportunity from both parties on the probationary period.
- A forward plan for development and training needs is to be developed during this session and agreed to by the employee.
- If the employee's performance is not satisfactory, the termination procedure must be followed.
- Induction and training for short term projects will depend on the level of understand that the staff member already has in the area. As a minimum, relevant documentation must be reviewed, and any workplace health and safety issues should be highlighted.

Performance assessment

- Yearly performance assessments must be carried out by the team manager, and documented in a staff assessment report.
- A copy of the annual staff assessment report is to be sent to Human Resources for filing.
- If the employee's performance is deemed not satisfactory, they should be spoken to directly by their direct superior. The superior or manager should clearly point out the behaviour that is unacceptable and what changes should be made. A timeline for reassessment may be appropriate.
- A record of the conversation should be submitted to Human Resources for filing
- If the behaviour does not improve, the termination procedure must be followed.