# RECRUITMENT POLICY

This template policy is intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222.**

**Disclaimer**

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# RECRUITMENT POLICY

Date of issue:

Policy approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to establish procedures and guidelines for the fair recruitment of applicants based on merit and selection criteria. Merit principles ensure that candidates are selected on the basis that they have the skills, experience and qualifications required to perform the position.

The **[INSERT RELEVANT ROLE]** is responsible for the coordination of all recruitment activities for the organisation. To ensure that this process is streamlined, this policy sets out procedures to be adhered to when involved with the recruitment of a new employee.

## 2 APPLICATION

This policy applies to all employees involved in the recruitment of employees for **[INSERT COMPANY NAME]**.

## 3 POLICY

## 3.1 Ensuring Equal Opportunity

Discrimination in the field of employment is prohibited by State and Commonwealth legislation. Please refer to **[INSERT COMPANY NAME]**’s Equal Opportunity Policy for further information.

Disability needs to be reasonably accommodated in the workplace. For recruitment purposes, any identified disability requires **[INSERT COMPANY NAME]** to consider whether we can reasonably accommodate the disability in the workplace, and to do so if this can be achieved.

As such, the overall merits of an applicant should be considered on the basis that reasonable adjustment will be applied to individuals with an identified disability (i.e. not the assessed ability without this adjustment).

## 3.2 Recruitment Procedure

Create a Position Description

A position description needs to be created outlining the key objectives and responsibilities of the position. Key selection criteria should also be established which may include the following: relevant skills, personal qualities and abilities, previous work experience, relevant knowledge and/or essential qualifications or training required to perform the position. Such selection criteria need to be objective. **[INSERT RELEVANT ROLE]** will review the remuneration level for the position **[INSERT IF APPLICABLE]**.

Draft Advertisement

Once the position description has been finalised, **[INSERT RELEVANT ROLE]** will draft an advertisement for review and approval by the relevant Manager. As well as providing information about the company, position and key selection criteria, it should also advise what is required from candidates wishing to apply and the relevant timeframes.

Internally Advertise **[INSERT IF APPLICABLE]**

It is **[INSERT COMPANY NAME]**’spolicy that all jobs are advertised internally and employees are encouraged to apply for suitable roles. **[INSERT RELEVANT ROLE]** will post the position on **[INSERT LOCATION OF LISTING]**.

Externally Advertise/Recruitment Agencies

The position should be advertised in the appropriate medium. Dependent on the role itself this may include but is not limited to Seek, The Age, local newspapers or the engagement of a recruitment agency. All positions will also be placed in the relevant section of the **[INSERT COMPANY NAME]** Website **[INSERT IF APPLICABLE]**.

Short Listing

Applicants must be considered against the key selection criteria and should not subsequently be rejected on any grounds that may be considered to be discriminatory. Each candidate is judged according to the set key selection criteria which should be applied in a consistent manner.

Interviews

Preferably at least two **[INSERT COMPANY NAME]** staff members must be involved in the interview process and it is preferred one of those are from HR **[INSERT IF APPLICABLE]**. Questions should be created as a guide and formed on the basis of the key selection criteria.

Those on the interview panel should note the following:

* No employment commitment is to be entered into or implied and decisions are not to be made on any unusual employment conditions until cleared with the appropriate approving authority.
* All managers should familiarise themselves with **[INSERT COMPANY NAME]**‘s Equal Opportunity Policy. They should also familiarise themselves with the privacy obligations **[INSERT COMPANY NAME]** owes to unsuccessful candidates. Unsuccessful candidates have a right to request any information relating to their application and this can include notes made by **[INSERT COMPANY NAME]**’smanagers and other representatives. Refer to the Privacy policy for further details.

All interview documentation is to be returned to HR to ensure it is appropriately handled. Personal information collected about unsuccessful candidates will be destroyed at the completion of the process unless they have provided permission to keep such information.

For successful candidates, any documents created will form part of the employee’s personnel file.

Candidates should be rated in a matrix against the key selection criteria at the conclusion of the interview process.

Upon completion of first round interviews and dependent on the position, second round interviews are generally conducted.

Reference Checking

For shortlisted candidates following the interview process, **[INSERT RELEVANT ROLE]** will obtain two business references with referees supplied by the candidate. The candidate must provide their agreement for **[INSERT COMPANY NAME]** to contact the referees they have provided.

Selection and Making an Offer

**[INSERT RELEVANT ROLE]** will make all offers of employment and once the candidate has accepted, prepare a letter of offer and associated documentation for the successful candidate.

Unsuccessful candidates will then be contacted by **[INSERT RELEVANT DEPARTMENT]**.

## 4 CHANGES TO POLICY

**[INSERT COMPANY NAME]** may amend or vary this policy from time to time. Employees will be notified of any change.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

I have received, read and understood the policy

I am required to comply with the policy; and

There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: