



QUICK GLANCE

RECRUITMENT AND SELECTION PROCESS

Before commencing with a recruitment campaign it is important to consider and complete the following (where applicable):

- If you are recruiting due to a resignation it is important to complete the following:
 - Resignation letter received. Activate recruitment process.
 - Send a copy of the resignation letter to HR for letter of acknowledgement.
 - Complete exit interview with staff member (if they have requested this with you) and send to HR.
- It is important to ensure that you have reviewed the Position Description and current role and make any changes where needed to the Position Description. It is important to consider reviewing the current type of contact the previous job incumbent had. For example if the person was on a part-time contract are those hours sufficient for the role? Do you need to replace this person? Can the position be contracted out?
- If the position is a completely new position most of the above questions would have already been discussed/determined. The key aspect is ensuring that the appropriate approval for this new position has occurred through the completion and submission of the Position Justification – Request to Advertise Template to the Employment, Remuneration and Training Committee (ERT).

STAGE ONE

1. Complete the Position Justification – Request to Advertise Template. Have a conversation with the General Manager and then submit this to the ERT committee administrator. Ensure that this form is accompanied by a draft advert and the position description. Once approved at the ERT committee it goes to EMT for approval on Thursdays and is signed off by the CEO.

STAGE TWO

1. Once approved and you are advised send the advert and position description to HR by noon on Mondays. (Check that HR has received the Position Justification –Request to Advert template and it is signed off)
2. Discuss advertising options with HR.
3. Advertised in specified areas.

STAGE THREE

1. Applications sent in to HR where they are logged and acknowledged.
2. Panel Leader to organise interview panel, dates for the interview and interview questions.
3. Closing date: HR to notify manager of the closing date and to collect applications.

STAGE FOUR

1. Panel members to short list, panel leader to phone candidates to arrange interview times.
2. Send completed 'Interview Schedule' form and short-list justification to HR to write letters of invite to short listed candidates. Return CV's of unsuccessful candidates to send 'no thank you' letters.

STAGE FIVE

1. Conduct interviews and select preferred candidate.
2. Complete reference checks.
3. After you have completed all references get the panel together. Take into account all stages of the process, i.e. – application form, cover letter, CV, interview and reference checks. Make an informed decision.
4. Phone successful applicant and offer the position.
5. Phone unsuccessful candidates, after successful candidate has accepted.
6. Complete 'Justification for Appointment' form and 'Appointment Details' Form 'Occupational Task Checklist' and return to HR with the interview data and all interview candidate's CV's for the 'no thank you' letters and the appointment letter to be sent out.

7. If you wish to start the staff member in less than 7 days time you must contact the Occupational Health and Safety Nurse to escalate the Health and Safety screening process.

STAGE SIX

1. HR to send out to the successful candidate/s the Letter of Offer, IEA (if applicable), IRD Form, Personal Details form (if applicable); Health and Safety form; Non Disclosure form; Employee Joining form; IT form.
2. Copy of the letter to the HOD/Service Manager or General Manager, and Payroll.

STAGE SEVEN

1. Signed letter and completed forms are returned to HR by the candidate.
2. Signed letter, IEA (if applicable) and completed forms are sent to payroll.
3. IT form is sent to Panel Leader / Manager for signature and to forward to IT. Signed letter and other forms are sent to Payroll. Health and Safety Form is sent to Health and Safety.

STAGE EIGHT

1. Discuss with new employee start date or tentative start date. Discuss first day arrangements with them.
2. Plan Induction and Orientation Process

ONLY after the Health and Safety check has been completed / cleared by the Occupational Health and Safety Nurse can a candidate begin employment. The Occupational Health and Safety Nurse has the right to say a candidate is not suitable for work.

