



# *Staff Recruitment Policy*

## *Introduction*

The success of Upside of Counselling relies on its ability to attract the best staff available. Recruitment methods must be fair, efficient, and effective. Upside of Counselling has a commitment to the development and wellbeing of its employees, integrity in its business dealings and success and prosperity in the industry. The company undertakes to comply with all current legislation which governs aspects of recruitment.

## *Purpose*

The Staff Recruitment Policy has been established to ensure Upside of Counselling has the opportunity to attract the best available staff for all vacant positions. This policy relates to employment of all staff other than the CEO.

## *Policy*

Upside of Counselling is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

Upside of Counselling will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions.

Upside of Counselling will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

Upside of Counselling will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.



Upside of Counselling is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect Upside of Counselling's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

## *Authorisation*

[Authorised Signature]

[Date of approval]

Upside of Counselling

## *Staff Recruitment Procedures:*

### *Responsibilities*

It shall be the responsibility of the **CEO** (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of **Managers and Supervisors** to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels for their department are determined and authorised;
- All roles have current position descriptions that specify role requirements and selection criteria.

It is the responsibility of the **Human Resources Department** to ensure that:

- All Managers are aware of their responsibilities in the recruitment and selection process;
- Managers are given continuous support and guidance with regards to recruitment and selection issues.

### *Procedures*

#### *Pre-Recruitment Activities*

When it becomes necessary to recruit for a position, Managers should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the appropriate Manager. Once the new position description or amendments have been drafted, it should be forwarded on to Human Resources and, if appropriate,



approved by the CEO and/or Board. Selection criteria will be drawn up based on the basis of a position statement.

Where the position description is for a new role, the Human Resources Officer or Manager will review and evaluate the position and draw up a position statement that will then, if appropriate, approved by the CEO and/or Board.

Prior to commencing the recruitment process, the responsible Manager is required to gain approval from the CEO / Board or delegated authority and forward this to the Human Resources Officer.

### *Direct Internal Appointments/Promotions*

In situations where a Manager wishes to promote an employee who meets the specific selection criteria for the vacant position into the internal vacancy, the appointment must be authorised by the appropriate Manager, and the approval is to be forwarded to the Human Resources Department.

### *Internal Advertising*

Where appropriate, Upside of Counselling will advertise all vacancies internally.

Exceptions to this rule may occur when:

- The position is of such a specialised nature, and / or appropriate skills are not available within the organisation; or
- There is a need to make a direct appointment or promotion into the vacant position.

Upon receiving approval for the vacant position, Human Resources will advertise the available position internally. Internal advertisements should include the following:

- Position title;
- Outline of the position;
- Skills required for the role;
- Closing date for applications.

All internal applicants should forward a current copy of their resume, together with covering letter, to the applicable manager for acknowledgement, consideration and processing.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position by the relevant Manager or Supervisor.

### *External Advertising*

Where a position cannot be filled internally or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks, on relevant websites, and through local employment services.



All advertisements must be approved by the CEO.

If required, the Human Resources Department will prepare an appropriate recruitment advertisement for the position and submit it for review and approval by the relevant Manager. The Human Resources Department will administer the placement of the advertisement and monitor applications received.

### *Screening Applicants*

Resumes must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

Managers should consult with the Human Resources Department if they require any assistance with the selection process.

Where appropriate, but particularly in positions of financial responsibility or in dealing with vulnerable clients / children, police checks may be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process.

References shall be sought, where appropriate, as set out in the organisation's References Policy. Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

Any checks which may form part of the selection process should be conducted prior to issuing an offer of employment.

### *Conducting Interviews*

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the CEO or their nominee and the relevant manager or supervisor for the position.

If any member of staff finds that they are assessing any applicant where there is a perceived or actual conflict (eg. Where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

### *Reference Checking*

Managers are to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment being extended to a candidate.

### *New Starter Paperwork*



If an internal candidate is selected, the Manager is required to notify the successful candidate and their Manager. If an external candidate has been selected, the Manager is to make a verbal offer to the candidate.

To authorise the commencement or transfer of an internal employee, the Manager must notify the Human Resources Department and provide confirmation of the CEO's approval. The Manager should ensure that all recruiting documents are completed and returned to the Human Resources Department for filing.

The Human Resources Department will prepare a written letter of offer for the successful candidate. The letter of offer and or contract of employment will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee.

Once the Human Resources Department or Manager has received the candidate's signed letter of offer, the Human Resources Department is to notify all unsuccessful candidates. If an external recruitment agency has been used, the Manager is to notify the agency, who will notify the unsuccessful candidates.

The Manager is responsible for liaising with the Human Resources Department to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee.

The Human Resources Department will forward an induction kit to the new employee for their completion.

### ***Induction***

All new employees will participate in the induction program through online mode at the workplace.

### ***Probationary periods***

If a probationary period is to apply, the manager must inform the applicant before hiring him/her of the maximum length of the period and the review process which follows.

### ***Records and Correspondence***

All contact regarding the position is to be directed through proper channel, with all applications marked "Confidential" and posted to the CEO.

Letters/emails of acknowledgment should be posted to all applicants prior to the short-listing of final suitable applicants. Short-listed but unsuccessful applicants should be advised that their CV will be retained by the Human Resources Department for future reference, unless the applicant advises otherwise.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be sent an email advising them that their application has been unsuccessful.



<b>Revision Date</b>	<b>Author</b>	<b>Description</b>
15/08/2018	Office, Department/Unit	Creation of policy.
XX-XX-XXXX	Office, Department/Unit	[Brief & specific description of change]