



DISABILITY SERVICES

Recruitment and Selection Policy & Procedure

PURPOSE

8848 Disability Services is committed to attracting and building a highly competent workforce to maximise the effectiveness and success of our business. We recognise that acquiring the best possible candidates in a timely and cost effective manner contributes to the company's continuous improvement strategies in standards, capability and customer satisfaction.

BACKGROUND

As part of its strategic aims, the 8848 Disability Services seeks to create a diverse workforce by applying the principles of equity, fairness and transparency to all recruitment, selection and appointment processes.

The 8848 Disability Services is committed to the following principles:

- acquiring excellent quality applicants who match the criteria set out by the Company in accordance with customer expectations and satisfaction
- ensuring children, elderly and vulnerable people remain safe and protected at all times
- maintaining privacy and confidentiality
- achieving a diverse workforce
- continuous improvement in all business processes relating to recruitment and selection

SCOPE

This policy and procedure applies to any individual within the 8848 Disability Services who is responsible for undertaking or participating in recruitment, selection and appointment processes.

DEFINITIONS

Manager	the manager initiating the recruitment
CEO	Chief Executive Officer of the 8848 Disability Services
Business Partner	professional recruiter externally hired or Internal, generally the manager initiating the request will be the business partner, responsible for part or all of the recruitment and selection process
Merit based	decision based assessment which is free of discrimination and based on a person's knowledge, skills, capabilities, qualifications, attitude, aptitude and values and other qualities relevant to the position and in accordance with equal opportunity legislation
Support worker	any worker who is employed to work in a client's home and or supported accommodation, usually employed on a casual basis
Office personnel	any worker who is employed to work in a 8848 Disability Services office, usually employed on a permanent or fixed-term basis

RESPONSIBILITIES



DISABILITY SERVICES

Recruitment and Selection Policy & Procedure

Managers are responsible for carefully assessing resourcing needs and adhering to the company's Headcount Establishment process.

Business Partners are responsible for sourcing and recruiting great quality candidates that meet the requirements of the role and are a good fit for the business.

POLICY

Identifying Recruitment Needs

All recruitment needs must be carefully considered in accordance with the Headcount Establishment for the particular Business Unit.

For all new recruitment requests, the Manager should complete a Headcount Authorisation and Request to Recruit form and submit the form to the People and Culture team via email to recruit@8848disability.com.au.

Understanding Recruitment Needs

The Business Partner works with the Manager to:

- articulate the position and work requirements
- draft documentation including advertisement(s), selection criteria, candidate information and composition of the selection panel (if applicable)
- identify requirements for pre-employment checks such as working with children background checks and police checks.

The Business Partner will provide recommendations to the Manager including sourcing methods, costing and screening; duration of advertising period and closing date; and timeline for the recruitment process.

All recruitment requests must be submitted to the People and Culture team via the Headcount Authorisation and Request to Recruit Form.

Advertising

Once approved by the CEO, positions are advertised externally by the recruitment coordinator.

Sourcing and Shortlisting Candidates

For office roles, the Manager may request to receive, screen and shortlist applicants. For field positions, the Business Partner receives all applications and screens and shortlists applicants according to the criteria of the position.

Shortlisted applicants are invited to meet with the Business Partner and/or Manager for an interview.

Interview and Documentation

When interviewing applicants, the Business Partner or Manager collects as much information from the applicant as possible.

Such information may include:

- registration form
- police check

Recruitment and Selection Policy & Procedure

- working with children or vulnerable people check
- 100 points of ID
- relevant certificates and qualifications
- first aid certificate
- car insurance and registration
- contact details of referees
- signed statutory declaration
- passport size photo

Pre-employment Checks

All checks must be verified by the Business Partner, where possible. For example, NSW Working with Children Checks can be validated online. Sighting and photocopying original copies of other documentation such as Police Checks is mandatory. Reference checks are also conducted at this stage.

Second Interviews

Where it is required, in particular for upper level or management positions, a second interview will be conducted.

Appointment

The conditions of employment are determined before the appointment can be approved and a formal offer made. Upon verbal acceptance of an offer, the applicant is provided with a letter of offer for their signature. All signed contracts must be returned to the People and Culture team.

Other documents that are completed at this stage by the applicant include tax file number declaration form, superannuation form and bank details form.

Orientation and Induction

The Manager is responsible for conducting orientation and induction for all new starters, or ensuring an orientation has been carried out on site.

RECORDS

Onboarding

Where appropriate, the Manager should follow the Onboarding Checklist (Recruitment Checklist for Field Workers) to ensure all employees are correctly and effectively on-boarded into the organisation. The Manager is responsible for inputting relevant data, including certifications and personal details, into the database that corresponds to each Business Unit.