

Recruitment

eBook

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Overview

This eBook contains an overview of recruitment.

Should you have any questions in relation to the information below, please reach out to one of our Employment Relations experts on:

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Recruitment

When a position becomes vacant and before posting an advertisement for the position, you should:

- review the position to see if it is necessary to be filled and on what basis (full-time, part-time, casual, fixed term or contract)
- review the position description to ensure it reflects the currently required duties, responsibilities and skills for the role
- check the award or industrial agreement that applies to the role
- check the classification, pay rate and allowances payable under the award or industrial agreement

If the position is necessary, you should:

- notify all current employees of the vacancy and provide an opportunity for them to apply for the position, and
- advertise the position in appropriate media, and/or
- retains the services of a professional recruitment agency to assist in filling the position, and/or
- creates a selection pool for the position from applications held on file.

Right to Work in Australia

(Note: The federal Migration Amendment (Reform of Employer Sanctions) Act levies significant penalties against employers, both as a company and against individual executive officers that allow employees or contractors to work without the necessary Visa. Liability arises whether the employer is aware of the employee's unlawful status. You must be able to demonstrate that you have taken all reasonable steps to check the employee's status.).

It is a legal requirement that all employees have the right to work in Australia. You must confirm a new employee's right to work in Australia by asking them to provide an original of one of the following documents:

- Australian Passport,
- Australia Citizenship Certificate,

- a certificate of evidence of Australian Citizenship,
- a full Australian Birth Certificate, (the birth certificate must show that at least one parent was born in Australia. If it does not, and they were born after 20 August 1986, the employee must also be required to provide one parent's current Australia Citizenship Certificate or Permanent Residence Visa), or
- a valid visa with permission to work.

All employees from overseas must have their work visas checked through the [Visa Entitlement Verification Online \(VEVO\) service](#). A copy of the employees right to work document should be retained on file. If the employee is subsequently found not to have a legal entitlement to work in Australia, they can no longer remain employed.

Selection

Your selection process should be designed to help you identify the best candidate on merit.

Ideally, you should aim to have at least two, but no more than three people interview. These individuals form the 'selection panel'.

Selection panels set the relative importance of selection criteria, assess the merits of candidates against those criteria and assess the candidates' potential or ability to perform other duties.

The selection panel reviews all written applications and determines any applicants that they wish to interview. An applicant's suitability is assessed based on the key selection criteria and the roles and responsibilities set out in the position description. Questions should only relate to the requirements of the job.

Interviews may be conducted face-to-face or over the telephone. Where a phone interview results in the best candidate, the manager should meet with the applicant before confirming the appointment.

Referees should be checked for the preferred candidate(s), to confirm previous roles and responsibilities and employment dates using a reference check form.

Where appropriate, a range of selection methods may be used, such as short-listing based on information provided in applications, curricula vitae, resumes and written statements from applicants; structured interviews; role plays; job simulations; work samples; work performance and job knowledge tests; in-tray exercises; group assessment exercises and activities; and case-study presentations.

The selection panel should write short notes about all interviewed applicants against the selection criteria.

After the decision

The Manager should contact the approved candidate:

- offering them the position
- finalising any contract negotiations
- checking Immigration Law Compliance (if applicable)
- requesting a copy of their National Police Certificate (if applicable), (Note: this depends on your process and if you wish the candidate to make and pay for their certificate, or if you do it on their behalf.)
- requesting a copy of their Working with Children Check (if applicable), (Note: Each state has slightly different processes for when WWC checks are legally required. Check your relevant approving body for your correct process)
- determining the uniform size (if applicable)
- ensuring preferred spelling for name badges (if applicable)
- finalising details for any business cards (if applicable)
- where the role has mandatory qualification or registration requirements required to practice in the role, evidence of holding the required qualifications

Unsuccessful applicants

You should phone all unsuccessful interviewed candidates to inform them of the decision.

Resources

Liquid HR have a number of template resources to support you with your recruitment processes including:

- Job advertisement template
- Template interview guide
- Reference check form
- Correspondence templates to candidates throughout the recruitment process

Please get in touch with us to request a copy.



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