

Recruitment Process

Authority given to recruit staff



Job Description prepared and approved



Position advertised and job applications received



Interviews arranged for prospective candidates



Interviewee signs standard job application form before interview



interview can be terminated if form not signed

Interview conducted using standard template



interview can be terminated at any time

Telephone references conducted by HR officer using standard forms



Paperwork collated using checklist and forwarded to Managing Director for approval to hire



Successful Candidate contacted and start date confirmed



Employment agreement, letter of offer and standard documents forwarded to candidate



Induction timetable confirmed with relevant persons prior to commencement date



Candidate commences - 1st day induction timetable implemented



Performance review conducted at end of 3 months probation



Successful performance review - placed on permanent staff