**RECRUITMENT POLICY AND PROCEDURE**

**Date:**

## The purpose of this policy is to ensure all the recruitment and selection activities at the Company are conducted in fair, consistent and professional manner that ensures diversity within the workplace by selection of the best possible applicants for each vacancy.

**Approval to Recruit**

Where a vacancy becomes available, the appropriate manager will gain approval from their manager to commence the recruitment process.

**Advertising**

Prior to advertising the position description associated with the vacancy will be reviewed and updated if necessary to ensure accuracy.

The advertisement developed for each vacancy will be framed to ensure the company can attract different types of applicants including diversity in gender particularly where successful applicants are traditionally not diverse. This will include consideration of part time roles and job share positions.

**The Interview**

Shortlisted applicants will be invited for interview as soon as practical. The interview process will involve at least 2 people from the company and will include diversity in gender. This approach is aimed at ensuring all applicants feel comfortable in the interview process and that diverse perspective occurs in selecting in assessing the applicant for suitability.

Interview questions will be developed based on objective key selection criteria. This will ensure shortlisted the applicants are assessed on tangible criteria that reliably measures the applicant’s ability to perform the position successfully. Second round interviews may occur.

**Reference Checking**

Two verbal reference checks will be conducted on preferred applicants prior to any verbal or written offer of employment being made.

**Pre Employment Medical**

A pre-employment medical may be a requirement of the recruitment process.

**Selection and Appointment**

Upon completion of the interview process, reference checks and where applicable, a pre-employment medical undertaken before a verbal offer of employment will be made to the preferred applicant.

**Unsuccessful Applicants**

All unsuccessful applicants interviewed, will be notified verbally, or in writing as soon as possible. Interview records will be destroyed unless prior authority to retain the record is obtained from the applicant.

All applicants not subject to an interview and unsuccessful will be advised via email of the status of their application in a manner which is both timely and professional.

**Policy Approver:** Insert Title