



Recruitment Policy and Procedure

Scope

This policy applies to all Brook RED employees.

Purpose

This policy sets forth the principles and procedures for recruiting, selecting, and inducting employees at Brook RED.

Principles

Brook RED is committed to ensuring that hiring and induction practices for employees are fair.

Policy

1. Recruitment and Selection

All recruitment and selection procedures and decisions will reflect Brook RED's commitment to providing equal employment opportunity by assessing all potential applicants according to their skills, knowledge, qualifications and capabilities and without regard to any personal characteristics protected by the law.

2. Induction

All staff commencing work at Brook RED are provided with an introduction to the organisation, the responsibilities of their role, and their entitlements.

3. Equal Opportunity

All employees are given access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform the duties of the position.

Procedure

1. Approval to Recruit

- 1.1. Requests for the recruitment of a position are to be submitted to the General Manager for approval.
- 1.2. For existing positions, the position description and mandatory and desirable criteria for the position need to be reviewed before approval is given; changes to a position description must be approved by the Manager.
- 1.3. When a new appointment is required, a new position description must be drafted and must be approved by the General Manager.

2. Advertising the Position

- 2.1. Advertising of positions can occur after approval has been obtained from the Manager and an appropriate advertising strategy has been determined.
- 2.2. A person will be identified to coordinate the recruitment process including advertising, receiving of applications, and scheduling of interviews.

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3. Selection and Appointment

- 3.1. The General Manager or General Manager's delegate will assemble a selection panel.
- 3.2. The selection panel should consist of a panel of at least two people, including the General Manager or a Coordinator and another employee with best knowledge of the position.
- 3.3. The selection panel is responsible for:
 - reviewing applicants against the criteria for the position;
 - agreeing the means by which applicants are shortlisted;
 - determining the selection process for short listed applicants;
 - preparing and conducting interviews for short listed applicants using the Interview Template Form;
 - conducting reference checks for the preferred applicant/s using the Reference Check Form;
 - documenting how a final selection is made; and
 - advising successful and unsuccessful applicants on the outcome.
- 3.4. The General Manager is then provided with all documentation and will send a Letter of Offer and relevant documents to the successful applicant.
- 3.5. All other documentation regarding the recruitment is kept for one month after which it is confidentially destroyed. It may be possible to retain a candidate's information if this is discussed with them and is in regard to retaining the information for a future position.

An applicant may request to see any notes arising from the selection process, relevant to the application, such as emails between panel members, results of reference checks and interview assessments. As such, the selection process must be transparent and able to withstand appropriate scrutiny, as dictated by the Privacy Act 1988 (Cth).

4. Induction

- 4.1. An induction kit is prepared before the employee commences which includes all payroll and HR forms as well as policy information.
- 4.2. The General Manager or Coordinator will, with the employee, prepare a schedule for on-the-job training and any other training requirements.
- 4.3. The General Manager or Coordinator will provide an introduction to the organisation including to other employees, relevant resources and equipment, and to Brook RED's approach to peer work and recovery practice.

References

- Brook RED Anti-Discrimination Policy (Policy 1.03)
- Brook RED Code of Conduct Policy (Policy 2.02)
- Brook RED Complaints Policy (Policy 1.01)
- Brook RED My Employment Q&A (Form 2.01.03)
- Brook RED Interview Template Form (Form 2.01.01)
- Brook RED Reference Check Form (Form 2.01.02)

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Document Control and Record of Changes

| Version | Effective Date | Approved by | Summary of Change | Date of Next Review |
|------------|----------------|-------------------|---|---------------------|
| Version 01 | January 2016 | Eschleigh Balzamo | Introduction of new policy | January 2017 |
| Version 02 | May 2017 | Eschleigh Balzamo | Correction of content Addition of forms Change of format Change to version control | January 2018 |

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.