

**nhulunbuy** corporation

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# **RECRUITMENT AND INDUCTION POLICY**

<b>Title</b>	<b>Recruitment and Induction Policy</b>
<b>Policy number</b>	47
<b>Type</b>	Personnel
<b>Owner</b>	Manager, Corporate and Community Services
<b>Responsible Officer</b>	HR/Payroll Officer
<b>Approval date</b>	21 September 2016
<b>Next review date</b>	21 September 2018

## 1. Purpose

This policy supports the Nhulunbuy Corporation's capability to attract and retain skilled, motivated and customer focused staff who will embrace the future with energy and creativity and be focused on the needs of Nhulunbuy residents, ratepayers and other stakeholders.

This policy outlines the Nhulunbuy Corporation's approach to recruitment, selection, induction and probation.

It aims to ensure:

- a fair approach to the recruitment, assessment and selection process, ensuring consistency with equal opportunity principles
- the recruitment process is effective and efficient: transparent, professional and timely
- recruitment practices are aligned with the Nhulunbuy Corporation's strategic priorities
- selection processes are based on merit, comply with legislation and promote a diverse workforce
- all new employees are inducted appropriately to the Nhulunbuy Corporation
- probation is managed in a timely and appropriate manner so new employees can easily adjust to their new role and environment
- all employees undertake a probationary period that is suited to their particular job and employment context

## 2. Scope

This policy applies to the recruitment and selection of all permanent full time and part time employees.

This policy does not extend to:

- casual employees.
- an existing continuing Nhulunbuy Corporation employee who is appointed to another position within the Corporation and who has previously served a probationary period
- employees who have had their probation period waived due to exceptional circumstances

## 3. Definitions

**CEO** means Chief Executive Officer of the Nhulunbuy Corporation which is interchangeable with the title Town Administrator

**Hiring manager** means the manager of the position that is being recruited to and has been identified by the delegated authority who approves the recruitment of a position. A hiring manager must be a member of the Nhulunbuy Corporation's Leadership Team or their delegate.

**Nhulunbuy Corporation** means the Nhulunbuy Corporation Limited.

#### 4. Policy

##### General principles for recruitment and selection

Recruitment and selection will:

- be merit based This will be determined by assessing applicants' skills, knowledge and behaviours against the relevant position description criteria
- promote the Nhulunbuy Corporation as an employer of choice to internal and external candidates
- support a diverse workforce
- be consistent with equal employment opportunity principles, ensuring candidates are treated ethically, fairly and respectfully
- be transparent, while balancing the need for confidentiality
- be timely and efficient
- be integrated with workforce planning. This ensures the Nhulunbuy Corporation has the right capabilities in the right place at the right time and at the right cost.

##### Recruitment

- Recruitment practices will encourage a quality pool of competitive internal and external applicants from diverse backgrounds.
- Positions will be open to internal and/or external candidates.
- Recruitment will primarily be conducted through advertising in order to ensure that the best person is selected through an open and competitive process. However, the CEO may approve a direct appointment without advertising.

##### Selection

###### *Selection panels*

- All selection recommendations will be made by a selection panel. The hiring manager makes the final decision on the bases of the panel recommendation.
- Panels will use various methods to make their decisions, including:
  - review of curriculum vitae
  - behavioral interviews
  - assessments (for example, presentations, performance-based tasks, psychometric assessments) where appropriate
- All methodologies used in the selection process will then be further validated by reference checking.
- All positions within the Nhulunbuy Corporation require the employee to have a mandatory police check and medical examination. The position may also require a Working with Children check. This will all be conducted at the final stage of the selection process. The offer will be subject to successful completion of these checks.

###### *Composition of selection panels*

- The selection panel is established by the hiring manager in agreement with the CEO.
- At a minimum, the selection panel must consist of at least three people:
  - the hiring manager or nominee (Panel Chair)

- the HR/Payroll Officer or their delegate, and a
  - a peer representative.
- For senior executive positions a second manager must also be on the panel.
- The panel should have appropriately mixed gender representation. If this is not possible, the CEO can endorse the panel composition, including the reasons for the lack of gender representation.
- At least one formal interview is required. The interview process can be split over two or more interviews, as long as all selection panel members take part in at least one interview.

#### *Selection panel responsibilities*

- The Panel Chair and/or the hiring manager will determine the recruitment and selection methodology, including the screening (short listing) processes.
- The Panel Chair is responsible for the final selection decision and must ensure this decision has been made in line with the principles outlined in this policy.
- The Panel Chair will ensure panel members are aware of and able to fulfill their responsibilities.
- The Panel Chair is responsible for the smooth functioning of the selection panel and should ensure the principles of merit and equal opportunity are observed.

#### **Managing conflict of interest at appointment**

Selection panel members must declare any potential and/or actual conflict of interest as required by the Nhulunbuy Corporation's Code of Conduct.

For example, a hiring manager cannot appoint a candidate who the Nhulunbuy Corporation deems to have a close personal relationship with that manager (including but not limited – relatives and close friends). Only the CEO can authorise such appointments.

#### **Recruitment relocation**

Please refer to the Nhulunbuy Corporation's Relocation Assistance Policy.

#### **Employees attached to external funding agreements**

If an employee is specifically nominated in an external funding agreement, no recruitment or selection process is required. The nominated candidate may be directly appointed to the position by invitation of the CEO. Appointment will be for the period of the relevant funding agreement on the terms of the Nhulunbuy Corporation.

#### **Induction**

The hiring manager is responsible for providing new employees with a comprehensive induction to the Nhulunbuy Corporation, their position and the work environment. The hiring manager must work through the Nhulunbuy Corporation's New Employee Induction Manual with the employee and provide them with a copy of the document for their records.

The hiring manager is also responsible for finalising the New Employee Induction checklist and returning this to the HR/Payroll Officer for inclusion in the employee's personnel file.

**Probation**

The probation period gives the Nhulunbuy Corporation an opportunity to review the employee’s suitability and effectiveness in their appointed position.

Successful probation requires both the employee and the manager to be satisfied with the arrangements. It also provides the opportunity for the manager to address any deficiencies in performance and for the staff member to take corrective action.

*Probation periods*

<b>Appointment type</b>	<b>Minimum probation</b>	<b>Maximum probation</b>
Leadership Team (CEO and all managers)	6 months	9 months This includes any extensions of probationary period, as specified in the employee’s contract of employment.
All other employees	3 months	6 months Probation period is set after considering the nature of the position and the entire circumstances of the employment.

Probation periods for fixed term appointments will be no longer than 50 per cent of the duration of the fixed term contract.

**Waiving or extending probation period**

If an employee takes leave to cover an unexpected absence of at least two weeks during their probation period, their probation period may be extended by the period of the absence.

Waiving of the probation period can only occur in exceptional circumstances and on the approval of the CEO.

**Probation review meeting**

Probation review meetings will be conducted regularly during the probation period to discuss the new employee’s performance and work plan and to ensure the new employee has the support they need to succeed.


**Confirmation of probation**

Before the end of the probation period, and as specified in the employee’s letter of offer, extension of probation letter or contract, a decision must be made as to whether the employee should continue to be employed with the Nhulunbuy Corporation.

In the event that the employee cannot meet the performance standard, employment may be terminated.

**5. Review process**

This policy will be reviewed two years from the date of adoption.

<b>Date</b> 22/9/16	<b>Director (Name)</b> C. WALTERS	<b>Signature</b> 
<b>Chief Executive Officer (Name)</b> ANGELA MacMILLAN		<b>Signature</b> 