Staff Recruitment Policy and Procedures

HiFlex Physio

Policy Brief and Purpose

HiFlex Physio staff will use this policy and procedure to employ new staff. Staff are required to hold relevant experience and qualification to undertake the role in which they are employed.

Our Human Resource Manager has the responsibility of determining when new positions will be filled.

We are committed to our equal opportunity at every selection stage. Hiring teams should aim for a well-planned and discrimination-free hiring process.

Scope

This recruitment and selection policy is applicable to all employees who are involved in hiring for our company. It refers to all potential job candidates.

Workforce Strategy

HiFlex Physio Centre staff provide training and fitness services from diverse backgrounds; therefore we aim to employ personnel from diverse backgrounds. We support the employment of both males and females, encourage the employment of staff who speak languages other than English and support the selection of staff from a range of age groups.

Legislation

HiFlex Physio is to comply with the following legislation below to ensure equality, safety, and privacy throughout the recruitment, selection, and induction process.

Equal Employment Opportunity Act

HiFlex Physio offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Equality is guaranteed throughout the recruitment process by ensuring that recruiters do not hire employees based on racial, gender, or sexual preferences. Employees are expected to contribute to the maintenance of such a work environment.

Work Health and Safety Act

HiFlex Physio is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the WHS Act and all Regulations, Codes of Practice and HiFlex Physio policies and procedures.

Both during and after employment with HiFlex Physio, employees are expected to:

- Conduct self in a manner that will not endanger themselves or others.
- Participate in Workplace Health and Safety training as required.
- Assist with audits of work procedures, equipment and workplaces.

- Identify areas of improvement by contributing to the HiFlex Physio' Safety System.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.

Privacy Act

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Health Records policies.

HiFlex Physio ensures that:

- Both during and after employment with HiFlex Physio, employees keep private information confidential from third parties.
- Any information gained through employment at HiFlex Physio is used only for the discharge of official duties.
- Employee information during the recruitment process is kept confidential and used only for discharge of official duties.

Regulations

Fair Work Regulations 2009

In accordance with the Fair Work Regulations, HiFlex Physio provides minimum entitlements, flexible working arrangements and fairness at work to prevent discrimination against employees.

Recruitment

Forms

When a position becomes vacant or a new position is required, the following forms are to be completed in order and according to the procedures set below. These procedures have been developed to support our workforce strategy.

Approval to Recruit

When a position becomes vacant or a new position is required, an Approval to Recruit form for the position is to be obtained from the Licensee. Once completed, the form is to be presented to the nominated supervisor for approval.

Job Position Description

Once the completed Approval to Recruit form has been approved, a Job Position Description form can now be drafted. The form is to be drafted according to the job vacancy specified by the Nominated Supervisor, and must align with the legislation previously mentioned in this document.

The specified employment type of the job position must be based on HiFlex Physio Employees Agreement 2009. The following below are the types of employment that fall under this agreement:

- Full-Time
- Part-Time
- Casual

Request for Approval to Advertise

Once the Job Position Description form has been completed, a Request for Approval to Advertise form can now be completed. The completed form must be consulted along with the completed Job Position Description to the Nominated Supervisor and the job position's immediate supervisor or officer manager for consultation and approval. The Request for Approval to Advertise form must be completed and approved prior to advertising the new or open job position.

Procedure

The Human Resource Manager or their delegate must undertake the following steps:

1. Identify need for job opening

2. Decide whether to hire externally or internally

3. Review the job description and compose a job ad.

4. Select appropriate sources (external or internal) for advertising the position.

5. Set closure date (usually two weeks from date of advertising)

6. Collect applicant resumes

7. Review applicant's resumes against job description

8. Shortlist candidates – avoid interviewing all applicants if large number have applied.

9. Contact candidates and arrange interviews within two weeks of closure date

10. Include at least two staff members during interviews

11. Interview candidates to determine the best fit

12. Reference check potential employees

13. Select the most suitable candidate

14. Inform applicants of results

15. Make an offer and forward letter of offer

Advertising

The following information is required to create job ads based on full job descriptions of each role. Job ads should be clear and accurately represent the open position. They should include:

- A brief description of our company and mission
- A short summary of the role's purpose
- A list of responsibilities
- A list of requirements
- How to apply

The job ad's style should be consistent with HiFlex Physio'sunique voice. It should be addressed to 'you' in a polite and engaging tone. Jargon, complicated phrases and gender-specific language should be avoided.

Types of advertising that may be considered include:

- Online
- Internal within HiFlex Physio
- Social Media
- Specialist Support Agency (only used for Managerial Positions)

Shortlisting of Applicants

Applicants for the position will initially be shortlisted based on their ability to meet the selection criteria as described by the position description. The short-listing process is to be completed by at least two existing staff as directed by the Nominated Supervisor.

Interviews

A selection panel composed of at least two existing staff is to be convened to conduct interviews.

Prior to the interviews, a list of appropriate interview questions is to be developed with the selection panel members.

The interview questions are to comply with the legislation mentioned earlier in this document, which includes:

- Equal Employment Opportunity Act
- Anti-Discrimination Act
- Work Health and Safety Act

Interview Feedback

Always inform all interviewed candidates that they were not successful. Human Resource Manager or their delegate can give interview feedback to candidates. They should first though check to make sure they will not invite legal action. Being brief, respectful and keeping feedback job-related

Selection

On completion of all interviews, the selection panel is to deliberate for the successful applicant based on both their ability to meet the selection criteria and their suitability to support the mission and values of HiFlex Physio. This is to be done by comparing the completed Interview Assessment forms for each interviewee and agreeing on a final score for each interviewee. Their scores are then compared against each other and the most suitable candidate selected.

Once the applicant is selected, their referees are to be contacted to confirm their suitability.

A Selection Report form of the selected applicant is then to be completed and recommended to the nominated supervisor and at least one other senior personnel. The senior personnel may or may not be already part of the selection panel.

The recommendation process includes informing the presenting the completed Selection Report of the applicant and providing a brief explanation of the recruitment and selection process, how the applicant was selected during the deliberation process, and the summary of the responses of the applicant's referees.

Appointment

Once the selection report has been approved, the selected applicant is to be notified via phone call of their success and offered the job position. Once the successful applicant gives their confirmation, the following documentation is to be prepared before sending to the successful applicant. These documents are prepared consecutively.

- Offer of Employment

  The letter of Offer of Employment is prepared to inform the successful applicant of their appointment to the job position. This is typically signed by the HR officer in charge of the whole process of recruitment, selection, and induction process of the job position. The HR officer in charge also makes sure that this document is to be sent to the successful applicant.

- Employment Contract

  The Employment Contract is prepared along with the Offer of Employment in informing the successful applicant of their appointment to the job position. The contract must be based on the requirements of the job position the successful applicant has applied to. Once completed, both documentation is sent to the successful applicant for review. The successful applicant is notified that the contract is only sent for review; they are to sign the contract during the induction stage.

Induction

Upon the successful applicant's receipt of the Offer of Employment letter and acceptance of the job offer, the HR officer in charge of the process may begin on preparing the workplace for the new employee. This includes arranging their induction and making the necessary administrative arrangements for the new employee.

The HR officer in charge of the recruitment and selection process of the new employee's job position will only arrange for their induction schedule and the details of their induction before sending it to the HR officer in charge. Once informed, the HR head officer must appoint an induction officer to commence the new employee's induction.

The HR head officer is to appoint an induction officer to prepare and deliver the induction to the new employee on the scheduled date. The induction officer must prepare the aspects of the new employee's induction program, following the procedures of the HiFlex Physio Induction Policies and Procedures.