

TITLE

C198 RECRUITMENT

DEPARTMENT

Corporate Services

POLICY DIRECTIVE

All recruitment, whether existing or new; and any changes to employment status (classification, termination etc.) require the authorisation of the General Manager.

HISTORY

The Recruitment policy was previously partially included in Policy C101 Equal Employment Opportunity which was adopted in Council Resolution No 29/02 at the Ordinary Meeting of Council on 15 January 2002.

Council adopted the new policy at the Ordinary Meeting of Council on 21 February 2012 as per Council Resolution No 39/12.

POLICY

All recruitment, whether existing or new; and any changes to employment status (classification, termination ext) require the authorisation of the General Manager.

SCOPE

This policy informs managers of the process for

- recruiting for new or existing positions
- proposing a reclassification of a position
- proposing a change to position description

PROCESS

The attached checklist is to be used by the officer proposing the recruitment/reclassification, by Human Resources and by other officers.

The checklist is designed to ensure that necessary actions and approvals occur prior to recruitment.

RECRUITMENT APPROVAL AND CHECKLIST

- This form is to be fixed into the front of the employee file
- Approval for all recruitment or reclassification is required by the General Manager

APPROVAL TO RECRUIT

Position Title	
Employment method	Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Award and Classification	Municipal Employees Award: Municipal Officers Award: Other:
Employment costs, salary etc.	\$
How the position will be funded	
Other comments	
Position description approved by the General Manager	Yes/No
Recruitment approved by the General Manager	(Date and sign)

APPROVAL TO RECLASSIFY POSITION

Recruitment approved by the General Manager	(Date and sign)
Position Title	
Employment method	Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
New Award and Classification	Municipal Employees Award: Municipal Officers Award: Other:
New salary and on-costs	\$
How the position will be funded	
Other comments	
Position description approved by the General Manager	Yes/No
Recruitment approved by the General Manager	(Date and sign)

PROVIDED TO EMPLOYEE AT TIME OF OFFER BY HUMAN RESOURCES

	Provided/Sent (Date & Initials)	Received OK (Date & Initials)
Letter of Offer (including commencement date)		
Approved Position Description		
Tax Form		
Medical Form		
Superannuation Form		
Deductions Form		
Induction Manual		
Social Club Membership Form		
Authorised as Ready to Employ Only if all the above are received OK	(Date & Initials)	

PLACED ON EMPLOYEE FILE BY HUMAN RESOURCES

	Provided/Sent (Date & Initials)	Comment
Signed Letter of Offer		
Approved Position Description		
Completed Tax Form		
Completed Medical Form (Fit for role)		
Completed Deductions Form		
Copies of required qualifications and licenses		
All documents on file	(Date & Initials)	

OTHER

	Issued by: (Date & Initials)	Returned on resignation (Date & Initials)
Which keys are required?		
Mobile phone?		
Laptop?		
Car?		
Credit card?		
Staff house (lease and keys)		
Business cards?		
Email and computer access		
Induction provided by HR or supervisor		
Computer passwords		
Software access and passwords		

AT TERMINATION BY HUMAN RESOURCES

	(Date & Initials)
Resignation form received	
Exit interview conducted	By supervisor
Termination payment calculated	
Any staff debts deducted	
Termination payment made	
Separation certificate provided	If requested
Group certificate issued	

Other Comments