# Recruitment Policy

## Purpose

The purpose of this policy is to establish procedures and guidelines for recruitment activities, to ensure that all recruitment and selection activities are based on procedures that are fair to all applicants and selection decisions are made on the basis of merit and the selection criteria.

## Scope

This policy applies to the recruitment and selection of all staff of Company Name.

## Equal Opportunity

Company Name values diversity therefore we need to ensure our recruitment practices encourage a diverse and competitive pool of applicants. All recruitment decisions made on behalf of Company Name need to be in line with the relevant EEO legislation in Australia. The overall merits of the applicant should be considered on the basis that reasonable adjustments would be applied to individuals with an identified disability providing they can do the inherent requirements of the role.

## Procedure

Where suitable, all vacant positions within Company Name will be advertised internally first and foremost. If the vacancy is for another department or location, it is expected that the employee discusses their desire to apply with their manager prior to submitting your application to HR. If there are no applications from within the business, the role will be advertised externally, and external referrals will be accepted by existing staff. On occasion, the vacancy may be advertised concurrently both internally and externally which will be at the discretion of the CEO.

It should be noted that it is not necessarily a given that an internal applicant will succeed over an external applicant. Each recruit will be based on merit, and with regard to having a clear match to the requirements of the role, and whether there is a cultural fit to the organisation. All applicants will be treated with the same level of professionalism and respect, regardless of current circumstances.

All internal vacancies must be recorded through the CEO and or HR, and have management sign off prior to advertising either internally or externally. All new hire paperwork is to be coordinated through the CEO or HR and signed paperwork be returned by the new employee no later than at the end of their first week of employment.

Short-term or fixed-term contracts may be extended or made substantial at the absolute discretion of the CEO without the need to advertise the position either internally or externally.

A new employee must not commence employment with the organisation prior to the successful completion of a National Police clearance and provision of other required documentation specific to the organisation.