



Recruitment and Selection Policy



"I am confident about the skills and abilities of staff."

Intent

We want to attract and hire quality staff with a high level of motivation to achieve success. We manage recruitment and selection in a professional and timely way in accord with our recruitment principles.

This policy relates to the employment, appointment and induction of kaimahi. The recruitment and induction of volunteers is dealt with in the [Volunteer](#) policy or equivalent.

Responsibilities

The board will apply this policy when recruiting for the management role and support management recruiting other kaimahi.

Management has human resource delegation and may delegate to others. Management or their delegate will adhere to this policy.

A reference to management in the process below includes board.

Recruitment principles

We apply the following principles when deciding on how and who to recruit:



Diversity - the value of having a diverse workforce able to respond to a diverse rangatahi base and generate diverse intellectual capital

Merit- we want the best person for the job based on pre-set selection criteria

Transparency- the process for selection should be well understood. There should not be any appearance of nepotism or conflict by any person involved in recruitment and selection

Sensitivity - anyone who applies to work with us has a right to be treated with dignity and respect including respect for their privacy. We are sensitive to people's need for work and the feelings they have

Equality - we comply with the law relating to employment, discrimination and equal opportunity

Growth - recruitment provides an opportunity to do things differently, develop, innovate and grow as an organisation.

Requirements

Selection process

A process will be used for recruitment and selection that gives the best effect to our recruitment principles (eg establish a rōpū or panel, or use a recruitment agency). Where appropriate, a community representative will be involved in the process.

Notification to applicants

Applications will be acknowledged in writing and all applicants advised of the recruitment outcome.



Background/referee checks

Background checks will be undertaken for the preferred candidate(s). Documents will be collected from candidates in anticipation of this process ie a consent to police vet, names/contacts of referees and 2 forms of identification.

Referee reports will be obtained from two people who have work-related knowledge of the candidate. Preferably, one of the referees will be the candidate's current manager. The reports will usually be done verbally but with notes taken. They provide an opportunity to get feedback and information about the candidate's suitability for the role and to check for conflicts of interest.

Unless the referee agrees otherwise, the information obtained in a reference will be treated as given in confidence. It will not be disclosable under the Privacy Act 2020.

If, after referee checks, it is decided to offer employment, the offer will be made subject to a satisfactory background check being obtained (ie police vet, child safety check - if required) on the person.

Offer of employment

Employment negotiations will be conducted legally and in good faith.

The agreed terms and conditions of employment will be stated in writing and agreed and signed by the new recruit and management/their delegate.

Commencement

Before or on the first day of their employment, the new staff member/kaimahi must provide:



- IRD details
- bank account details
- any Kiwi Saver details
- original copies of qualifications (if applicable)
- practice certificate (if applicable)
- driver's license (when required for the mahi)
- emergency contact details.

Details will be entered in the staff file. For other information to be held on file, see [Staff File Checklist](#).

Induction

All new kaimahi and contractors will be appropriately inducted. An induction plan will be prepared for them and will address what the person needs to know to:

- work safely and competently in the organisation
- understand and work with the priorities, tāngata, and processes of the organisation.

A record will be kept of the induction on each staff member's file (eg induction checklist signed by the person).

Staff/Kaimahi files

The file for each kaimahi will include:

- their Curriculum Vitae
- signed contract/employment agreement
- a record of their induction, training and supervision
- their job description
- background checks/risk assessment
- other relevant information (see [Staff file checklist](#)).



The [Protection of privacy](#) policy and [Information safeguards](#) will apply.

Access to files

Kaimahi files may only be accessed as follows:

- the Manager may access all files
- the Chairperson has access to the Manager's files
- staff may access their own file (in the presence of management).

Compliance

NZS 8134: 2021 Workforce and Structure, Health care and support workers
2.4.2-2.4.4.

The Children's Act 2014

Children's (Requirements for Safety Checks of Children's Workers)
Regulations 2015

Social Sector Accreditation Standards, Level 4, Staffing 1.0-3.0; Level 3,
Staffing 4.0, 7.0-8.0; Level 2, Staffing.

Helpful links

[Diversity and inclusion or Equality and inclusion](#)

[Background and child safety checking](#)

Induction checklist

[Staff File Checklist.](#)

Review

Date: November 2020

Next review: by October 2022