

Recruitment/Appointment Policy

Document ID

Document Number: HRR1
Issue Date: 13 September 2006
Review Date: 13 September 2007
Written by: Human Resources
Approved: CEO

Purpose

- To establish a method for managers to seek approval to recruit staff.
- To define a standardised recruitment process.
- To ensure staff are aware of and have the opportunity to apply for vacancies as they arise.
- To encourage the use of the most cost effective and appropriate advertising strategy for each vacant position.
- To ensure that an individual with the appropriate skills, knowledge and attributes is employed for the position consistent with the organisation's values and behaviours.
- To establish selection procedures that reflect best practice, that are fair and equitable and which comply with the principles of equal employment opportunities to employment and the Human Rights Act 1993.
- To detail the necessary documentation to be used on appointment.
- To define policy on the employment of employee relatives and probationary employment

Please note that where a position is to have a strong interface with Maori communities and / or a direct link to Maori Health outcomes this policy must be used in conjunction with the Maori Workforce Development Policy.

References

Employment Relations Act 2000

Equal Pay Act 1987

Health and Disability Services Act 1993

Health and Safety in Employment Act 1992

Holidays Act 1981

Human Rights Act 1993

Medical Practitioners Act 1968

Minimum Wage Act 1983

Nurses Act 1977

Official Information Act 1982

Parental Leave and Employment Protection Act 1981

Privacy Act 1993

Wages Protection Act 1983

Company ID policy

Good Employer & Non-Discrimination policy

Annual Practising Certificates policy

Appendix A

Subject	Policy Statement	Recruiting Manager Responsibilities	HR Responsibilities
<u>Advertising</u>	Prior to advertising authority to recruit must be obtained from the relevant Service Manager/ Corporate Manager.	· Complete "Recruitment Approval" form (RAF).	
Recruitment Approval Form	All positions require an RAF to be completed and authorised.	· New-Email RAF to relevant Service and Corporate Manager for authorisation. Human Resources will not action RAF unless it is also authorised by the relevant Corporate Manager. · Replacement-Email RAF to Service Manager for authorisation.	· Acknowledges receipt of approved RAF from Service Manager/ Corporate Manager with recruiting manager and issues vacancy reference number.
Advertising request	The completion of an Ad Request Form for all vacancies begins the advertising process.	· Complete and forward an Ad Request Form together with an updated job description electronically to Recruitment Coordinator, using the current template in the toolkit.	· Processes advertising request as part of weekly advertising. · Arranges internal/external advertising. Deadline for receiving ad material is Fridays 4pm for listings in the following advertising week, which begins on Saturdays. · Advises on specialist advertising strategy where requested. · Sends out job information (Application Form and Job Description) to candidates registering an interest in the position. · Sends written acknowledgement to candidate applications.

Subject	Policy Statement	Recruiting Manager Responsibilities	HR Responsibilities
<p>Recruitment</p> <p>Stage 1 – Selection and Interview</p>	<p><u>Selection processes</u></p> <p>Selection procedures are to be fair, equitable and impartial. It is required that at all times the organisation acts as a good employer and consequently is aware of and abides by legislation affecting the selection process.</p> <p>We will select the best-suited individual for the job according to the selection criteria established for the position prior to the interview process and agreed upon by all members of the selection panel.</p> <p>When the position seeks Maori, Pacific Island or other expertise, appropriate representation on the panel is recommended.</p>	<ul style="list-style-type: none"> · Establishes the selection panel prior to shortlisting · Selects the competencies with the interview panel · Completes the shortlisting process with the interview panel (using shortlisting rating guide from Toolkit) · Sends letters to shortlisted candidates and unsuccessful candidates (using template letters from Toolkit) <p>Applicants who are asked to attend interviews shall be:</p> <ul style="list-style-type: none"> · <i>Advised of the panel members, their names and their positions</i> 	<ul style="list-style-type: none"> · Forwards the candidates applications to the Recruiting Managers after the closing date · Participates on selection panels for all senior roles and where requested · Provides advice and assistance on selection process where required.
	<p>If appropriate, consideration should be given to requesting people (Maori or other) from other departments or the community to sit on the panel. The Maori and Pacific Health Advisors can be contacted to provide assistance. When contacting outside agencies, for panel members, please place requests with appropriate management teams.</p> <p>Where a position is to have a strong interface with Maori communities and /or a direct link to Maori Health outcomes please refer to the Maori Workforce Development Policy.</p> <p>Competency Framework</p> <p>The selection process will be based on the use of</p>	<ul style="list-style-type: none"> · <i>Advised of the approximate length of the interview</i> · <i>Given the opportunity to bring support/Whānau to the interview</i> · <i>Advised to bring supporting documentation e.g. Practising Certificates, Qualifications, Projects</i> · <i>Given a contact number should any problems arise in relation to the interview, e.g. they cannot make it to the scheduled interview time</i> · Consider whether any candidates have relationships with a member of the organisation which could compromise their ability to do the job – ie is the candidate reporting to a relative. Discuss with Service Manager where such a 	

Released Under The Official Information Act 1982

Subject	Policy Statement	Recruiting Manager Responsibilities	HR Responsibilities
	<p>the competency framework outlined in the Recruitment Toolkit.</p> <p>References</p> <p>References should be obtained only from persons whom the prospective employee has authorised the organisation to contact (as indicated on their Application Form).</p> <p>Employment of relatives</p> <p>Relatives of employees and former employees may make an application for available positions within HVDHB on the same grounds as any other prospective employee.</p>	<p>relationship exists.</p> <ul style="list-style-type: none"> · Conducts interview process (using standard interview schedule, questions and rating guide from Toolkit) · Checks the Practising Certificate · Conducts verbal reference checks (using standard Reference Check Form from Toolkit) – at least 2 including the candidate's direct manager/supervisor 	
	<p>Application for Employment Form</p> <p>Candidates must fill in the Application for Employment Form before they commence employment with HVDHB.</p> <p>The Application for Employment form contains critical information around citizenship, authority to practise, health status, qualifications and criminal convictions. It is essential that this information is collected and signed off before a person is offered a position.</p>	<ul style="list-style-type: none"> · Ensures that preferred candidate has completed an Application for Employment Form and has hand signed before a letter of offer is prepared. 	
	<p>Employment Agreements will not be prepared by Human Resources until the Application For Employment Form has been completed by the preferred candidate.</p> <p>Consistent with the organisational policy of promoting equal</p>		

Released Under the Official Information Act 1982

Subject	Policy Statement	Recruiting Manager Responsibilities	HR Responsibilities
	employment opportunities and the requirements of the Human Rights Act 1993, every individual, when applying for a position, shall be treated equally and fairly.		
Recruitment - Stage 2, Standard Employment Checks	Once the preferred candidate has been selected, the following should be conducted:	<ul style="list-style-type: none"> · Conducts standard employment checks, ie Baycorp Advantage (for international candidates and key management roles), Criminal Convictions and Occupational Health Clearance. 	<ul style="list-style-type: none"> · Advice/information provided as requested · Occupational Health and Safety Department advises the Recruiting Manager re health clearance status.
		<ul style="list-style-type: none"> · Checks validity of qualifications if there is any cause for concern. · Testing of qualifications such as typing speed and accuracy may be arranged through Kelly's recruitment agency. 	
	<p><u>International candidates</u></p> <p>A background check on all preferred International applicants shall be carried out with the assistance of Baycorp Advantage.</p> <p>Signed consent must be obtained from the applicant before the check can be conducted. An application form requesting consent and details needed to conduct the check can be obtained from Human Resources.</p>	<ul style="list-style-type: none"> · Checks validity of qualifications with issuing body. Gaining access to this information does not breach the privacy code and is readily available on some websites. · Checks identity of preferred candidate. A copy of the passport photo page has been forwarded with the application for employment. Use this to compare notes with candidate's referees. 	
	Background checks shall also be used when appointing someone to a key position (i.e. unit manager up) otherwise the use of Baycorp Advantage is discretionary.		
	<p><u>Criminal Convictions</u></p> <p>Where any candidate indicates on their Application Form that they</p>		

Released Under The Official Information Act 1982

Subject	Policy Statement	Recruiting Manager Responsibilities	HR Responsibilities
	<p>have had a criminal conviction and/or will be working in a position of trust and confidence, e.g. nurse, cashier, orderly, psychologist, then that candidate shall be requested to consent to a Police check on the 'consent to disclose' form attached to the Application Form.</p> <p>Applicant's who are requested to but do not consent to a Police check should not have their application proceed any further.</p>		
	<p>Before turning down any applicant based solely on their disclosed criminal conviction/pending court hearing, the Recruiting Manager shall consult with Human Resources and their direct line manager.</p> <p>Generally, offences which render an applicant to be inappropriate for appointment include but is not limited to, physical or sexual assault, indecency, dishonesty or conduct which has the potential to compromise the reputation of HVDHB.</p> <p>The passport photo page is collected to verify identity of candidate.</p> <p>Original or certified copies are sighted at interview if not presented at time application for employment is made.</p>		
	<p>Occupational Health Clearance</p> <p>Where any candidate indicates on their Application Form that they have or had an occupational health issue, the recruiting manager must check the</p>		

Released Under the Official Information Act 1982

Released Under The Official Information Act 1982

Subject	Policy Statement	Recruiting Manager Responsibilities	HR Responsibilities
	<p>candidate's suitability with the Occupational Health and Safety Department.</p> <p><u>Conditional offers of Employment</u></p> <p>Offers of employment can be made conditional on the successful outcome of the above standard employment checks.</p>		
<p><u>Recruitment</u></p> <p><u>Stage 3 – Communication with the Candidates</u></p>	<p>All candidates will be communicated with throughout and at the end of the selection process.</p>	<ul style="list-style-type: none"> · All unsuccessful candidates are informed either in writing or via a telephone call · All selection information is sent to Human Resources 	<ul style="list-style-type: none"> · To store all selection information for a period of 12 months
<p><u>Appointments</u></p>	<p>All offers of employment shall be made in writing in accordance with the templates contained in the Recruitment Toolkit.</p> <p>Anything outside of the standard letters of offer/Employment contract shall be approved by the relevant General Manager and Human Resources Manager.</p>	<ul style="list-style-type: none"> · Completes EAN and forwards to HR together with application for employment form and all interview notes for successful candidate. 	<ul style="list-style-type: none"> · Checks EAN or completeness. · HR Completes the letter of offer and sends to the recruiting manager to sign before sending out together with the start pack to successful candidate.
	<p>All employees shall be employed under Individual or Collective Employment Agreements in accordance with the provisions of the Employment Relations Act, other relevant legislation and Company policy in force at the time.</p> <p>Fixed term contracts must state the reason for the temporary employment.</p> <p><i>The employee's terms and conditions of employment must be agreed upon by both parties before they commence work with HVDHB.</i></p> <p>Once an employee commences</p>	<ul style="list-style-type: none"> · The recruiting manager will forward the signed contract to HR. If HR receives the signed contract, the recruiting manager will be notified. · Send all appointment information to Human Resources. · Application form and Interview notes for unsuccessful candidates are forwarded to HR for storage. 	<ul style="list-style-type: none"> · Creates personal file for new employee – (note: selection information will be kept separately from appointment information). · Confirms the attendance of the new employee at orientation with the Recruiting Manager. · HR sends all relevant appointment documentation to Payroll: <p>Copy of ATA if required</p> <p>Copy of EAN</p> <p>Copy of contact details from application form</p>

Subject	Policy Statement	Recruiting Manager Responsibilities	HR Responsibilities
	<p><i>employment on particular terms and conditions, it is only possible to make changes to that contract with the employee's agreement.</i></p> <p><u>Conditional offers of Employment</u></p> <p><i>Offers of employment can be made conditional on the successful outcome of the above standard employment checks.</i></p>		<p>Tax form</p> <p>EEO form</p> <p>Bank details form</p>
	<p><u>Probationary periods</u></p> <p>Probationary periods can be agreed with successful candidates, conditional on the following:</p> <ul style="list-style-type: none"> · Performance objectives must be agreed with the employee in the first week. · Performance objectives must be reviewed on a regular basis. · Employee must be supported in their efforts to achieve the performance objectives, e.g. training, coaching, preceptorship. <p>At the end of the probationary period, the employee's performance shall undergo a formal review, and if the employment is to continue, that employee shall receive a letter confirming their permanent appointment.</p>		

Released Under The Official Information Act 1982