

RECRUITMENT PROCESS (updated 11/11/21)

- 1. Ad placed by RO
- 2. Applicants screened and shortlisted by RO
- 3. Area Manager & Senior Supervisor overview of CV's
- 4. Interview panel min 2 people ...meeting coordinated. S' Supervisor assist with VC room remote sites
 - Area Manager
 - Corporate Support Manager
 - HR & WH&S Manager
 - Finance Operations Manager
 - General Manager
 - Corporate Support Officer
 - Independent
- 5. Notifying successful/unsuccessful
 - Applications "only successful applicants will be notified"
 - Short listing - notified if successful to transition to interview RO (RND 1= interview)
 - Unsuccessful interview candidates notified by RO
 - Pending successful notified by RO pending check are approved (RND 2 = checks)
 - Successful applicant notified by RO
- 6. Preferred candidate identified and checked
 - a. Reference checks "Request last immediate supervisor". Add to application
 - b. Police check. Mandatory. Responsible RO. Refer to policy
 - c. WWCC... Preferred and site/job specific "can land with check pending"
 - d. Functional mandatory. Responsible RO & WH&S/HR officer
 - e. Visa check - Add flag new employee. Responsible WH&S/HR officer
 - f. Photo id - Add flag new employee
- 7. Onboarding

Prior to setting a foot on the job practically new incumbents must:

 - a. Provide relevant paperwork. Responsible RO (id)
 - b. Uniform organised. Responsible RO
 - c. Day 1. Complete the online induction. 6 modules. Responsible Senior Supervisor
 - d. Online induction answers checked WH&S/HR officer. Fail = complete until correct
 - e. Day 1. Introductions and site tour; amenities, keys, chemicals, equipment etc. Responsible Senior Supervisor
 - f. Buddy system preferred training method. Responsible Senior Supervisor
- 8. Probation
 - a. CSCS has a six-month probation program for new incumbents. Responsible WH&S/HR officer.
 - b. Ideally each incumbent has at least two interviews during the probation period and is notified that they are successful on the anniversary of the probation period. Senior Supervisor & Area Manager right of audience.
 - c. CSCS will have a formal system in place to notify probation review dates and forms to be completed by Area Managers which includes successful probation letters.