

## Staff Recruitment Process

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### Process

The table below describes the process for Staff Recruitment.

| Stage | Description                                     |
|-------|---|
| 1     | <a href="#">Staffing Requirements Procedure</a> |
| 2     | <a href="#">Role Scoping Procedure</a>          |
| 3     | <a href="#">Advertising Procedure</a>           |
| 4     | <a href="#">Selection Procedure</a>             |
| 5     | <a href="#">Appointment Procedure</a>           |

## Purpose and Scope

### Purpose

The purpose of the Staff Recruitment Process is to detail the procedures required in determining staffing needs and when appropriate, recruiting and appointing staff.

### Scope

This covers:

- Determining staffing needs
- Role scoping
- Advertising
- Review, interview and selection
- Appointment

### Applies to

This applies to:

- DTW Designs management staff involved in employment decision making
- DTW Designs staff involved in advertising and interviewing applicants
- The DTW Designs CEO in appointing applicants
- Applicants for positions with DTW Designs (Qld) Pty Ltd.

### Frequency

This is carried out whenever the workload on existing staff appears unable to meet the demands for products and/or services.

**Note:-** Not all of the procedures may apply with options other than recruitment implemented.

## Staffing Requirements Procedure

### When

This procedure is carried out as part of the Staff Recruitment Process when it appears workload on existing staff is excessive.

### Who

This procedure is carried out by DTW Designs CEO or designated staff.

### Before you begin

Before you begin, you need:

- An understanding of the existing DTW Designs employment structure
- An understanding of the existing DTW Designs products and services provided
- An understanding of the current workload on employees
- The role descriptions for each of the DTW Designs staff roles.

### Procedure

To determine the staffing requirements, complete the steps below.

| Step | Action  |  |
|------|---|--|
| 1    | Evaluate the current employment structure and workload to determine the products and services shortfall.  |  |
| 2    | Can the shortfall be covered by re-arrangement of existing staff duties or are additional staff required? |  |
|      | If...   | Then...  |
|      | Re-arrangement of duties can occur.   | Consult with and inform staff of the need for change.<br>Redefine the roles and duties of those staff who need to manage the additional workload.<br>Document staff duty changes in company documentation as required.<br><b>No further action is required for this procedure and process.</b> |
|      | Additional staff are required.  | Continue to the Role Scoping Procedure.  |

## Role Scoping Procedure

### When

This procedure is carried out as part of the Staff Recruitment Process when the Staff Requirements Procedure has determined a need for additional staff.

### Who

This procedure is carried out by DTW Designs CEO or designated staff.

### Before you begin

Before you begin, you need:

- An understanding of the existing DTW Designs employment structure
- An understanding of the existing DTW Designs products and services provided
- An understanding of the additional work to be performed
- Authority to scope the new role.

### Procedure

To scope a new role, complete the steps below.

| Step | Action  |
|------|---|
| 1    | Determine the exact work to be performed.<br><b>Result:</b><br>A list of tasks is drawn up.   |
| 2    | Determine the amount of time required for each task on a day-by-day and week-by-week basis.<br><b>Result:</b><br>A guide to the percentage of time allocated to each task is drawn up.                          |
| 3    | Determine the skills and knowledge required to perform the tasks.<br><b>Result:</b><br>A list of skills and knowledge requirements is drawn up.   |
| 4    | From the list of skills and knowledge determine the qualifications and level of expertise required for the role.<br><b>Result:</b><br>A qualification list is drawn up.   |
| 5    | Develop the qualification list into a Selection Matrix for the Selection Procedure.<br><b>Result:</b><br>A Matrix of skills and knowledge with qualification wants and needs, and a scoring system is drawn up. |
| 6    | Review steps 1 – 5 with the CEO or designated approving officer to determine remuneration levels.   |

| Step | Action  |  |
|------|---|--|
| 7    | Is all the information necessary to write a Role Description and continue to advertising is correct?  |  |
|      | If...   | Then...  |
|      | All information is correct.   | Write a Role Description and Duty Statement for records and advertising. |
|      | Information is still required.  | Review steps 1 – 6.  |
| 8    | When the Role Description and Duty Statement is complete and all information is complete seek CEO approval to advertise.<br><b>Result:</b><br>When approval is provided proceed to the Advertising Procedure. |  |

## Advertising Procedure

### When

This procedure is carried out as part of the Staff Recruitment Process when the Role Scoping Procedure is complete.

### Who

This procedure is carried out by DTW Designs designated staff.

### Before you begin

Before you begin, you need:

- The Role Description and Duty Statement
- CEO approval to advertise.

### Procedure

To advertise, complete the steps below.

| Step | Action   |
|------|--|
| 1    | Develop the advertisement with regard to; the Role Description/Duty Statement, the medium to be used, advertising deadline, timetable for review/selection/interview, appointment date, method and addresses for applications, and contact details.<br><b>Result:</b><br>The advertisement is written and ready for placement. |
| 2    | Review the advertisement with the CEO or approving officer and place the advertisement with the agencies, requesting confirmation of time and content.<br><b>Result:</b><br>Confirmation is provided.  |
| 3    | Record advertising approval and confirmation in records.   |
| 4    | On the date the advertisement is scheduled, check the medium.  |

## Selection Procedure

### When

This procedure is carried out as part of the Staff Recruitment Process when the Advertising Procedure is complete.

### Who

This procedure is carried out by DTW Designs designated staff and the CEO.

### Before you begin

Before you begin, you need:

- The Role Description and Duty Statement
- Selection Matrix

### Procedure

To proceed to selection, complete the steps below.

| Step | Action   |   |
|------|--|---|
| 1    | Receive applications and record applicant details and qualifications on the Selection Matrix for first stage selection and recording purposes.<br><b>Result:</b><br>Applications recorded and ready for short listing.             |   |
| 2    | Does the applicant meet the Selection Matrix qualifications wants criteria?  |   |
|      | If...  | Then...   |
|      | Applicants meet the Selection Matrix wants criteria.   | Sort the records from best qualified to least qualified taking into account the wants and needs of the role.                                  |
|      | Applicants fail to meet the Selection Matrix wants criteria.   | Notify these unsuccessful applicants thanking them for their interest, informing them they are unsuccessful and recording their notification. |
| 3    | Review the short listed applicants and apply weighting to each applicants Selection Matrix.<br><b>Result:</b><br>Applicant Selection Matrix then determines the best candidates for second stage selection and recording purposes. |   |
| 4    | Select the number of applicants for the interview stage and notify them to arrange interview times/dates.<br><b>Result:</b><br>An interview timetable is created.  |   |
| 5    | Conduct interviews, checking applicant statements against the Selection Matrix, and confirming references and qualifications are valid and correct.<br><b>Result:</b><br>Applicants are further sorted.                            |   |

| Step | Action   |   |
|------|--|---|
| 6    | Do the applicants interviewed meet the Selection Matrix qualifications criteria and are applicants suitable for appointment? |   |
|      | If...  | Then...   |
|      | Applicants fail to meet the Selection Matrix criteria or are unsuitable for appointment.                                     | Notify these unsuccessful applicants thanking them for their interest, informing them they are unsuccessful and recording their notification. |
|      | Applicants meet the Selection Matrix criteria and are suitable for appointment.  | Rank applicants and proceed to the Appointment Procedure.   |

## Appointment Procedure

### When

This procedure is carried out as part of the Staff Recruitment Process when the Selection Procedure is complete.

### Who

This procedure is carried out by the CEO or designated officer.

### Before you begin

Before you begin, you need:

- The Selection Matrix for Interviewed Applicants
- Applicant contact details

### Procedure

To make the appointment, complete the steps below.

| Step | Action   |  |
|------|--|--|
| 1    | Review the ranking of the interviewed applicants and contact the first choice applicant verbally offering the position.  |  |
|      | If...  | Then...  |
|      | The first choice applicant accepts the offer of appointment.   | Confirm the appointment verbally and then notify the successful applicant in writing and requesting their confirmation in writing. |
|      | The first choice applicant rejects the offer of appointment.   | Notify the second or subsequent choice applicant of the offer of appointment.  |
| 2    | When an appointment is confirmed and accepted in writing notify unsuccessful applicants thanking them for their interest, informing them they are unsuccessful and recording their notification. |  |

## Feedback and Amendments

### Who

This document has been prepared by DTW Designs (Qld) Pty Ltd.

Amendments to this document are:

- reviewed by The CEO
- approved by The CEO

### When

Amendments to this document are issued annually.

### Feedback

Every effort is made to ensure the content of this document is appropriate, accurate and complete.

Your feedback will help us to:

- identify changes required
- continually improve this document

If you would like to suggest an amendment/addition to this document:

- Contact the CEO, or
- The Administration Assistant

## Document Control Information

### Document status

The current status of this document is shown below.

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### Document history

The history of changes made to this document is shown below. The most recent changes are listed first.

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|---------|------------|--------------------|
| 1.0     | 31/03/2007 | First issue.       |

### Approval

This document has been approved for publishing by:

|                      |                     |
|----------------------|---------------------|
| <b>Reviewed by</b>   | Owen Brischke, CEO. |
| <b>Authorised by</b> | Owen Brischke, CEO. |

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