

ADMINISTRATION RECRUITMENT FLOWCHART

Support Coordination, Administration, Plan Management, Finance, Quality and I.T

Manager to discuss vacancy with HR

Advertise position on newsletter/website / facebook. Seek or Recruitment Agency only with approval from CEO



Resumes sent to HR to short list and check for compliance if required, dependent on the role
Qualifications, skills, location, Right to Work
H.R Manager working with Manager of Department to identify appropriate candidates



HR book in interviews and provide candidates via email template of documentation required EG: Copies of qualifications, screening checks etc



H.R to gather all documents after interview and follow up with missing docs / advise if required process for applying for National Screening Check / WWCC



HR to complete reference checks and in consultation with Manager, discussion of payrates to be had with CEO and advise successful candidate
HR to arrange induction



HR to follow and complete onboarding checklist and advise Department Manager of start date
(Checklist includes Complete Contract, P D, All policies, compliance checklist, advise Finance, I.T, Marketing)

ADMINISTRATION RECRUITMENT FLOWCHART Life Skills Officers, Home Care

