

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 succesful candidate

HR to arrange induction



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

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ADMINISTRATION RECRUITMENT FLOWCHART

Life Skills Officers, Home Care

Advertise on Facebook , Website.

Approval from Management required for SEEK ad



Coordination to short list candidates
Based on background, qualifications, location
Forward to HR



HR to check resumes for compliance - Valid qualifications and Right to Work Notify coordination if the criteria is not met



Coordination to book in interview, and provide candidate via email template of documentation required EG: copies of qualifications, Screening checkst etc



At interview gather relevant documents and forward to HR along with Interview questions by both interviewees



HR to check documentation and follow up with missing docs / advise if required process for applying for National Screening Check / WWCC



Coordination to complete reference checks, if referee checks are possitive advise Applicant successful based on Screenings/WWCC, docuemtnation and induction



HR to follow onboarding checklist, and advise coordination when completed and available to roster

(Checklist includes Contract, PD, Policies, Compliance Checklist, advice finance, I.T. Marketing)

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