



# RECRUITMENT POLICY

***This policy and procedure replaces and supersedes any prior policy and procedures on this subject matter.***

## **Introduction**

Cardiff RSL is dedicated to achieving growth through exceptional quality service, compliance, ongoing training and development as well as continuous improvement of business practices. Our recruitment goal is to represent the community that we serve. This includes and is not limited to supporting young adults through traineeships, placement for work experience, and people with barriers, mature age workers and those that identify as Aboriginal or Torres Strait islanders.

The Club regards its employees as a valuable asset. We encourage and promote initiative, leadership and teamwork, to increase the value of this asset. Therefore we will endeavor to broaden the skills of our current employees to enhance their ability to further the club as the community grows.

Our training objective is to have as many positions within the club associated with accredited formal training in hospitality, business administration, leadership, events, food and beverage and Health and Wellness First response. This includes but not limited to Mental Health First Aid and DV-Alert (domestic & family violence response training)

## **Policy Statement**

It is the policy of the Cardiff RSL Club, that whenever possible we will promote and transfer employees within our current organisational structure. Each applicant will be reviewed on his/her own merits. This is in line with our objective to promote fairness as part of the overall employment strategy. Ex- Cardiff RSL employees will only be considered for re-employment if the skill set is required. They will still be required to follow the recruitment guidelines and meet the selection criteria.

## **Qualifying Criteria**

Cardiff RSL is an Equal Employment Employer, all Anti-Discrimination laws and regulations will be strictly adhered to and under no circumstances will the Club, or any employee of this Club, knowingly discriminate in the course of transfers, promotions and career opportunities.

Department positions and promotions will be internally advertised unless the skill set required is not available within the current workforce. Available positions may be advertised externally in conjunction with internal advertising to get the best person for the position.

Should a promotion position not be filled with a suitable current employee, the position will be filled externally. Traineeships may be looked as alternative avenues to fill a position to support continuous learning in the community and an entry level to the industry.

## **The Legislative Framework**

- Registered & Licensed Clubs Award 2010
- Fair Work Act 2009 - National Employment Standards (NES)
- Anti- Discrimination Act 1997
- Disability Discrimination Act 1992
- Equal Opportunity Act
- Privacy Act 1998

## **Recruitment Process**

### *Internal applicants*

Position vacancies will be advertised in the staff room and near the workplace system. This will include:

- Vacant position
- Position description- roles and responsibilities
- Essential and Desirable guidelines
- Employment Status



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- Appropriate Award and classification of pay structure
- How to apply
- Closing date
- Contact person.

### *External Applicants*

As part of strive to increase our performance in customer service and meet our members and guests needs, a E-(electronic) Register is part of our recruitment policy. Australian Privacy Principles under the Privacy Act 1998 will be adhered to. This will include the same information that is issued to internal applicants.

Vacant Positions will be advertised through the following streams:

- Recruitment sites eg SEEK,
- Cardiff RSL website
- Social Media

### *Outsourcing*

In certain circumstances it may be advisable to consider outsourcing the recruitment of particular positions to an external recruitment agency. Cardiff RSL will only use external recruitment agencies that comply with all recruitment legislation and EEO compliance.

Advertising for vacant positions will adhere to relevant legislative requirements.

### **Processing Applicants**

The HR Department will screen the applications and identify a short list of suitable candidates for interview. Only shortlisted candidates will be notified after the first round of interviews have been successfully completed.

### *Selection Process*

Short listed applicants will normally be required to participate in an interview that will involve the HR department, Management team or Operations and Secretary Manager depending on the position.

### *Selection outcomes*

Successful applicants will be contacted and advised by phone. An email will follow with commencement and induction dates. Offers of employment will also be put in writing that will be required to be signed prior or on commencement of first shift. The applicant must return a signed copy of the letter of offer formally accepting the position.

### *Reference Checks*

All candidates once short listed are required to fill out an application form if not already done so giving permission for reference checks and national police checks