

## **Templates**

### ***Examples only***

#### **A. Recruitment Policy**

**Title:**

Recruitment and Selection of Staff

**Authorised by:**

**Date:**

**Review:**

**Purpose**

To ensure that best practice is followed when recruiting and selecting staff.

**Policy**

Job analysis will be undertaken to review existing positions periodically, particularly when vacancies occur or when contracts are due for renewal.

The material generated from job analysis will be used to prepare job descriptions.

All paid positions will generally be publicly advertised in daily papers and any appropriate specialist publications.

Existing staff may apply for new paid positions.

There will be a checklist for the recruitment and selection procedure that Line Managers and/or the Executive Director will use as appropriate.

There will be a selection process in which at least one Tāngata whenua representative and one consumer advisor are included.

## **B. Recruitment Policy**

### ***Recruitment and Selection***

#### **Principles**

Recruitment and selection of workers is fair, equitable and transparent.

We work in true and meaningful partnership with consumers/Tāngata whaiora.

We acknowledge the Treaty of Waitangi as the founding document of New Zealand. Recruitment and selection of staff is done in accordance with the articles of the Treaty and in a way that is acceptable to and respectful of Māori.

We adhere to Human Rights and Equal Employment Opportunities and Employment legislation.

#### **Scope**

This policy applies to all staff and Governance Group members involved in the recruitment and selection of permanent, temporary or casual staff.

#### **Recruitment**

There will be a Recruitment Team. The team will be made up of at least 50% consumers. The team will have developed terms of reference and role descriptions.

Recruitment team members will be experienced in recruitment processes.

Consumers will be involved in all processes – including position development, recruitment, short listing, interviewing and selection.

The vacancy is identified by staff and/or management. Newly established positions must have approval of the Management Team and/or Board.

Ideal person specification, skills and experience required, position description, remuneration and contract details are agreed on and established.

Consideration is given to developing specific positions which target and recruit specific groups/populations.