

RECRUITMENT POLICY

OVERVIEW

Pro Health Care and any subsidiary companies (“**Pro Health Care**”) has established this policy to ensure we attract the best available employees for all vacant or newly created positions. Recruitment of appropriately experienced, qualified and motivated people is the key to organisational effectiveness and success.

Recruitment of employees will comply with all legal requirements, and in accordance with Equal Employment Opportunity (EEO) principles and other policies and procedures adopted by Pro Health Care

The Recruitment Policy outlines the process of selecting personnel in a non-discriminatory manner and on the basis of merit.

The purpose of this document is to ensure that a standard approach is adopted for the recruitment of all positions.

In so far as this policy imposes any obligations on Pro Health Care (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e. those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

Pro Health Care may unilaterally introduce, vary, remove or replace this policy at any time.

PROCEDURE

The following steps are, in general, what is required to recruit a position within Pro Health Care.

- Hiring Manager notifies Human Resources of a vacant/newly created position;
- Human Resources works with the Hiring Manager to create/review a position description;
 - A position description must be created for all positions. A position description is the statement that outlines the principle accountabilities of the position and the essential and desirable criteria for appointment to the position.
- Human Resources advertises for the position;
 - An advertisement should be created and posted in line with the Pro Health Care advertising template. Any costs or services outside of a standard Seek StandOut advertisement must be approved by the Managing Director.
 - If appropriate, the position should also be advertised internally to allow existing employees the opportunity to be considered and Pro Health Care can “promote from within”.
- Human Resources shortlists and phone screens applicants;
 - Applicants will be screened according to the key selection criteria contained in the position description. Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview will be notified that their application is unsuccessful.

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- Human Resources will create a short-list of applicants and provide the names and recruitment information to the Hiring Manager who will decide who they would like to meet face-to-face.
- Hiring Manager conducts face-to-face interviews (with Human Resources present if requested);
 - Human Resources will contact short-listed applicants, arrange an interview time and send e-mail confirmation to both the Hiring Manager and applicant.
 - Human Resources will provide a position specific interview template;
- Hiring Manager provides Human Resources with the completed interview template, along with their recommendation for the role.
- Human Resources completes two reference checks on the selected applicant of whom must a previous supervisor/manager;
- Human Resources provides the Hiring Manager with all completed recruitment information and a decision on appointment is made;
- If successful, Human Resources will draft up an Employment Contract for the Hiring Manager to review. Once approved, Human Resources on-boards the successful applicant (providing and collecting all required new employee information);
- All unsuccessful applicants must be informed by some method (be it e-mail or phone) that they are no longer being considered for the role.

RELATED POLICIES AND PROCEDURES

Employees are encouraged to read this policy in conjunction with other relevant Pro Health Care policies, including:

- Code of Conduct;
- Values & Ethos;
- Equal Employment Opportunity & Discrimination Policy.

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