



## Recruitment Policy

This Recruitment Policy applies to all Employees of the business.

The objective of the policy is to establish a clear and consistent framework for the recruitment and selection process.

The requirement is for all staff to comply with the Recruitment Policy.

Procedures (not required)

## Purpose

The purpose of this Recruitment Policy is to establish a clear and consistent framework for the recruitment and selection process within Sydney Drafting Concepts and Designs, ensuring that we attract, select, and retain the most suitable candidates for our organization. This policy aims to promote equal opportunity, diversity, and inclusivity within the workplace, in compliance with all applicable Australian laws and regulations.

## Objective

The objectives of this policy are:

- To provide a transparent and consistent recruitment process for all job applicants.
- To ensure that all job vacancies are filled with the most suitable and qualified candidates.
- To promote diversity and equal opportunity in the recruitment process and within the workplace.
- To ensure compliance with all relevant Australian laws and regulations relating to recruitment, selection, and employment.
- To enhance the reputation of Sydney Drafting Concepts and Designs as an employer of choice by attracting high-quality talent.

## Policy Requirements

### Job Vacancies and Advertising

- All job vacancies must be approved by the appropriate management personnel before being advertised.
- Job vacancies should be advertised both internally and externally to ensure equal opportunity for all potential candidates.
- Advertisements must include a clear and concise job description, essential and desirable criteria, application process, and any relevant closing dates.
- All advertisements must be non-discriminatory and in compliance with the *Australian Human Rights Commission Act (1986)*, *Fair Work Act (2009)*, and any other relevant laws and regulations.

### Selection Criteria and Screening

- Selection criteria must be developed for each job vacancy, clearly outlining the essential and desirable skills, qualifications, and experience required for the role.
- Selection criteria must be consistently applied to all candidates to ensure a fair and unbiased selection process.
- The initial screening of applications should be based on the selection criteria outlined in the job advertisement.

### Interview and Assessment

- Shortlisted candidates will be invited to attend an interview and/or other appropriate assessments (e.g., skills tests, group exercises, etc.) to determine their suitability for the role.
- The interview panel should consist of a diverse range of Sydney Drafting Concepts and Designs personnel, including representatives from human resources and the relevant department(s).
- All interview questions and assessments must be job-related, non-discriminatory, and in compliance with relevant Australian laws and regulations.

#### **Reference Checks and Background Screening**

- Prior to any offer of employment, reference checks must be conducted to verify the candidate's employment history, skills, qualifications, and experience.
- Background screening (e.g., police checks, working with children checks, etc.) may be required for certain roles and must be completed in accordance with relevant Australian laws and regulations.

#### **Offers of Employment**

- Offers of employment must be made in writing and include all relevant information, such as the job title, commencement date, salary, and terms and conditions of employment.
- Successful candidates must accept their offer of employment in writing, and any necessary documentation (e.g., proof of eligibility to work in Australia, qualifications, etc.) must be provided prior to the commencement of employment.

#### **Record Keeping**

- All documentation relating to the recruitment and selection process, including applications, interview notes, and assessments, must be securely stored and maintained in accordance with the *Privacy Act (1988)* and any other applicable laws and regulations.

#### **Continuous Improvement**

Sydney Drafting Concepts and Designs is committed to continuously improving our recruitment processes and will regularly review and update this Recruitment Policy in line with best practices and any changes to relevant laws and regulations.

The Director is responsible for communicating the Recruitment Policy to all persons working for or on behalf of the organisation and making it available to interested parties.