Recruitment, Selection and Induction Policy and Procedure for Barrington Cafe

**Policy**

**Purpose**

This policy aims to establish guidelines for the recruitment and selection of employees. Barrington Café aims to attract and employ the most suitable person to support the organisation's values, culture, and goals to achieve its strategic goals.

Barrington Cafe is a reputable business on the Gold Coast and proudly recruits talented staff. Additionally, Barrington Cafe trains and supports local students.

Barrington Café's selection, recruitment, and induction of employees will create a positive experience for all staff while complying with all legal requirements, as well as relevant equal opportunity, affirmative action, and human resource management principles, policies, and guidelines adopted by the organisation.

**Responsibilities**

Employees and management of Barrington Café are responsible for implementing this policy and participating in the recruitment, selection, and induction process.

Recruitment Procedure

Position Description: When a vacancy occurs, a detailed job description is prepared and available to all applicants.

The job description includes all details, allowing the new applicate to appreciate what is expected in the role,

A job description is essential for employers and potential applicants, outlining the duties, responsibilities, qualifications, and skills required in a role. In addition, providing a detailed job description ensures that the recruitment process is transparent and effective.

A comprehensive job description can be instrumental in aiding potential applicants' decision-making by giving them a clear idea of the duties and responsibilities of the role they are interested. It also helps them decide if the job is suitable for them.

* Job title
* Location of the position
* Who will the employee report to
* The overall purpose of the job
* The critical area of work
* Details of specific duties and responsibilities
* Hours of work

All candidates should submit a cover letter and a detailed resume outlining their skills and experience.

**Selection Procedure**

No more than **six candidates** will be shortlisted and interviewed. At least **two interviewers** will conduct the interview, one of whom will always be the person to whom the position reports.

*The recruitment process is a critical step for any organisation.*

A rigorous selection process with the correct number of candidates and interviewers is essential to ensure that the best candidate is chosen for the job. In this regard, it has been decided that no more than six candidates will be shortlisted and interviewed.

At least **two** interviewers will conduct the interview, one of whom will always be from the Human Resources department. This ensures that all candidates are given a fair chance and evaluated on their skills and abilities to find the best fit for the job.

**Selection Process**

After references have been checked, the candidate with the highest score on the score sheet will be offered the position.

The second highest scorer is held in reserve, given that they meet the set criteria.

The successful candidate is contacted by telephone and then officially notified in writing.

After the successful candidate has been selected, regret letters are sent to all unsuccessful candidates within one week of the interviews.

Any formal offer of employment, including compensation, must be authorised by the proprietor before it is issued. The conditions of permanent employment will commence on the first day of employment.

Any organisation needs to ensure that all offers of employment, including terms and conditions of permanent employment, are authorised by the proprietor before being issued. This ensures that a consistent and fair recruitment process is adhered to.

Furthermore, it is also essential to provide unsuccessful applicants with a standard letter informing them of their unsuccessful application. By doing so, organisations show respect and consideration for all applicants.

**Induction Procedure**

All new staff will undergo a probationary period during which they will be introduced to their position's primary duties and responsibilities. An induction program will be set out, which cover information about the organisation and their position. More specifically, the induction will cover the following:

- Introducing new staff to the role, the company and its values

- Making them aware of their responsibilities

- Getting them up to speed on work tasks

- Giving new staff a chance to ask questions about expectations

- Teaching them about their rights and responsibilities as a worker

The program can also be used for employees returning from an absence or those who have not been in the organisation before.The service/facility role, the roles of other employees, and the terms and conditions of employment are provided, as well as details of salary and a staff handbook.

Employees are obliged to familiarise themselves with the Policies and Procedures of the cafe and to sign up to codes of behaviour as set out by the cafe.