



Recruitment, Selection and Induction Policy and Procedure for Barrington Cafe

Policy

Purpose

The purpose of this policy is to establish guidelines for the recruitment and selection of employees. Barrington Café aims to attract and employ the most suitable person for the position who will support the organisation's values, culture and goals in order to achieve its strategic directions. Recruitment, selection and induction of employees will comply with all legal requirements, and with relevant equal opportunity, affirmative action and human resource management principles, policies and guidelines adopted by the organisation.

Responsibilities

Responsibility for the implementation of this policy rests with employees and management of Barrington Café with responsibility for participating in the recruitment, selection and induction process.

Recruitment Procedure

Position description

Once a vacancy occurs a detailed job description is prepared before each position is advertised and is available to all applicants. The job description includes:

- Job title
- Location of the position
- Who the employee will report to
- Overall purpose of the job
- Key area of work
- Details of specific duties and responsibilities
- Hours of work

All candidates should submit a cover letter and detailed resume outlines skill and experience.

Selection Procedure

Number of candidates

No more than six (6) candidates will be short listed and interviewed. A minimum of two (2) interviewers will conduct the interview, one of whom will always be the person to whom the position reports.

Selection Process

- The position is offered to the candidate with the highest mark on the score sheet, after references have been checked.
- The person who comes second on the score sheet is held in reserve provided she/he meets the criteria
- The successful candidate is officially notified in writing having first been contacted by telephone
- Letters of regret are sent to all unsuccessful candidates once the post has been accepted and within one (1) week of the interviews being held



Making the offer

All formal offers of employment, including the salary, must be first approved by the owner. A standard letter to unsuccessful applicants must be used.

Conditions relating to permanent employment will commence from day one (1) of employment.

Induction Procedure

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

- Information on the role of the service/facility
- Information on the roles of other employees
- Terms and conditions of employment
- Details of salary
- 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.