

Recruitment Procedure Policy

CONTENTS

1. PURPOSE	1
2. ABBREVIATIONS AND DEFINITIONS	2
3. SCOPE	2
4. ROLES AND RESPONSIBILITIES	2
5. PROCEDURE	2
5.1 Contract Award	2
5.2 Advertising	3
5.3 Continuous Sourcing	3
5.4 Application Screening	3
5.5 Applicants	3
5.6 Interview	4
5.7 Reference Checks	4
5.8 Offer of Employment	4
5.9 Employment Administration	5
5.10 Training	5
5.11 Mobilisation	5
5.12 Induction	5
5.13 Commencement of Project	5
5.14 Employment of Personnel already on Site	5
5.15 Documentation	6
5.16 Demobilisation	6

1. PURPOSE

The purpose of this document is to provide a procedure for project recruitment. It serves as a guideline for sourcing, hiring and deploying suitable, quality staff in a timely and cost effective manner whilst remaining compliant to any legislative and policy requirements and adhering to both the customer and EMtek's processes.

2. ABBREVIATIONS AND DEFINITIONS

OEA	Office of Employment Advocate
EBA	Enterprise Bargaining Agreement
CLC	Common Law Contract

3. SCOPE

All EMtek project recruitment and mobilisations

4. ROLES AND RESPONSIBILITIES

Employee Resources Lead/ Hiring Managers/ Site Supervisors & Superintendents	Provide Recruitment staff with a detailed brief of the manpower, job and person description for recruited positions, time frame, rates, project description and program required for the project. Authorise mobilisation of personnel once they have undergone the screening process undertaken by recruitment staff and have been deemed fit and suitable for the project.
Recruitment Staff	Responsible for the recruitment of project personnel. Identify prospective candidates through screening, interviewing and reference checking. initiate sourcing activities such as advertising for personnel on an as needs basis as well as continuously source potential contractors willing to register the interest in future projects.

5. PROCEDURE

5.1 Contract Award

On contract being awarded, the Employee Resources Lead will provide the HR Department/Recruitment staff with the breakdown, by classification, of the staff and program required for the project and any relevant employment procedures required and that are applicable to the project. It is the responsibility of the Employee Resources Lead to brief the Recruitment Team on:

- Number of personnel required.
- Breakdown of trades required.
- Approximate mobilisation date.
- Roster.
- Client process.
- Other project information appropriate for use when recruiters are briefing candidates.

5.2 Advertising

When applicable, vacancies will be advertised using appropriate mediums to reach targeted candidates. A combination of media is recommended including online web sites such as Seek. To determine which mode of media is best for reaching target personnel groups, recruiters will review the personnel profile from project/hiring managers prior to implementing advertising.

5.3 Continuous Sourcing

EMtek will undertake general advertising for "Expressions of Interest" for project personnel from time to time. These applicants are to be screened and added on the database for future projects or for replacing departing personnel on existing projects.

5.4 Application Screening

After the applicant's resume has been screened, a phone screen is carried out prior to inviting the applicant to register and interview.

The Employment Application Form is used to confirm information to ensure that applicants have the minimal requirements for employment and the applicant's agreement to the projects conditions.

The Recruitment staff will also ensure that project employment conditions are provided to the applicants with the form. For specific projects, applicants may be required to sign that they understand and accept these conditions prior to progressing.

The recruiter keeps a copy of all relevant applicant documentation. These documents may include:

- Qualifications.
- Driver's License.
- High Risk Licences.
- Other Licenses.
- Certificates of Competency.
- Certification/s required for the operation of equipment, plant, cranes etc.
- First Aid Certificates.
- Supervisor Training Details.

Applicants who do not provide copies of relevant certificates, will not have their qualifications considered.

5.5 Applicants

Applicants must be able to provide proof of identity by producing a passport, birth certificate, driver's licence or other acceptable proof, otherwise employment will not be offered. Details of the documents produced are recorded.

Applicants who have been overseas during the past five years may not be offered employment unless a satisfactory reference check can be carried out with overseas employers and the applicants can produce satisfactory evidence of their right to seek work in Australia.

Interstate applicants will be emailed the required paperwork to fill out and email back to EMtek recruitment staff along with copies of certificates and licenses required, including ID. Where possible a Teams meeting may be set up for the interview.

5.6 Interview

Once the recruiter is satisfied the applicant is competent to carry out the duties of the position applied for, an interview or registration meeting is to be arranged.

The recruiter will conduct a face-to-face interview with the applicant to judge their suitability for employment. If the candidate is interstate, a phone interview will be carried out.

If the recruiter believes the applicant will be suitable for employment on the project, they then need to provide the applicant with a clear understanding of the conditions of employment.

5.7 Reference Checks

Referees must be a person who the applicant reported to directly. A minimum of two reference checks must be carried out.

5.8 Offer of Employment

The recruiter shall ensure that:

- The EMtek Registration Form is properly completed and signed.
- The applicant was interviewed.
- The applicant's identity has been proved and details recorded.
- Required reference checks have been carried out and the results are recorded and are satisfactory.
- The applicant has undergone a pre-employment medical and a report has been received from the medical practitioner/clinic and that the comments are satisfactory.

The applicant is then offered the position. The terms and conditions of employment shall be explained. A written offer of employment shall be provided which details the conditions of employment as well as an employment contract. In some instances, the client will organise medicals once they approve the applicants who EMtek recommend (after reference checks and interviews). Once EMtek has been informed that the results are satisfactory, EMtek will release each candidate's Letter of Offer.

The applicant must have at least 7 days to consider the proposed employment agreement.

If the applicant wishes to accept the offer of employment he/she must sign the Employment Conditions Acceptance page and return to EMtek along with all other required forms, such as:

- Tax File Number Declaration.
- Superannuation Standard Choice form.
- Employee Information.
- Employee Bank and Membership Details.
- Salary Sacrifice – Superannuation (Optional).

This information is obtained at the point of registration.

Authorisation must be received from project manager, site manager or customer prior to the release of the Letter of Offer.

5.9 Employment Administration

The accepted employment offer, form and documentation shall be provided to Payroll by recruitment staff for entry of employment details onto the payroll system. These documents are then filed in the employee's personnel file.

5.10 Training

The Company will provide employees with the required safety and other pertinent training as required by EMtek and customer project requirements. On some projects, the customer also provides specific training and induction. In these instances, the customer will be responsible for scheduling these sessions and advising EMtek. The customer does not deal directly with EMtek applicants.

5.11 Mobilisation

Prior to the Pre-mobilisation Induction, the Recruitment Team must ensure that all site specific requirements are checked for each person due to be mobilised. Missing items must be addressed prior to mobilisation.

5.12 Induction

A general project induction is conducted by the client either in EMtek's Offices or on site.

Projects typically operate in a secure and controlled environment, where strict access requirements apply to any person who wants to attend the site. Any EMtek Personnel found not complying with the project site access requirements, shall be removed from the project.

5.13 Commencement of Project

Recruitment staff ensures that all required paperwork is completed before a person starts on the project. Required paper work may incorporate some client specific documents. Recruiters will be advised by the EMtek project manager, site manager or customer shall this be the case.

5.14 Employment of Personnel already on Site

Where circumstances require EMtek to employ personnel previously employed on site, (for example, by another contractor, the client or a defaulting subcontractor), such personnel shall be treated as new employees. As such, full documentation including the EMtek Registration, Medical History and Tax Declaration forms shall be completed. The only exception to this is if they are mobilised to a project straight after demobilisation from another project

Complete induction, safety and job introduction sessions shall also be given to these personnel. In addition, full Pre-Employment Medical must be undertaken by such employees.

Employment of these persons shall be to the accepted site practice. If required the client representative's approval will be sought.

5.15 Documentation

When an applicant is engaged, the required documentation such as proof of identification, trade qualifications, tickets and licences (and any other project specific documentation) shall be retained by recruitment staff. On site records shall be maintained by the site manager together with a brief note of the reason that employment was not offered or accepted.

5.16 Demobilisation

Towards the end of the project, personnel may be demobilised in line with the Schedule. The customer is to be notified of all employees' demobilisation via email.