

Recruitment And Selection Process at Waitemata DHB

Hiring Managers Guide

HM = Hiring Manager

RC = Recruitment Consultant

RA = Recruitment Administrator

RM = Recruitment Manager

	Action?	Where to find form to use?	Who?
1.	Identify job vacancy <i>(current or projected)</i>	Intranet(HR Reporting)	HM
2.	Review/Write Position Description <i>latest template)</i>	Intranet (HR Forms) & Contact HR	HM&HR
3.	Jobs size-for IEA <i>(Individual Employment Agreements- need to assess salary range for role)</i>	Contact HR	HM&HR
4.	Approval to Recruit (ATR) form submitted	Intranet (HR Forms)	HM
5.	Approved ATR loaded on Taleo	Taleo	RC
6.	Job brief taken, advert drafted and approved. Decide on media schedule and strategy <i>(Approve advertisement Budget- Recruitment Manager)</i>		RC, RM &HM
7.	Place advertisement/s in media as agreed	Taleo	RC
8.	Pre-screen <u>all</u> applications as per agreed criteria, reject unsuccessful candidates (pre-screened) and shortlist preferred candidates	Taleo	RC
9.	Select candidates for interview and inform Recruitment Consultant of candidates not shortlisted	Taleo or email	HM
10.	Arrange interviews, organise selection panel and book interview room- template to be completed if recruitment required to assist <i>At least 5 days' notice required by recruitment</i>	Intranet (HR Forms)	RC/RA/HM
11.	Set interview questions <i>(VCA questions if required)</i> , Conduct interviews and collect copies of ID, APC etc. from candidates as per requirements. Sign all copies as "original sighted"	Recruitment portal VCA Intranet (HR Forms) Check list	HM
12.	Decide on preferred candidate(s) and approach candidate(s) for references, complete reference checks <i>(VCA questions included if required)</i>	Intranet (HR Forms)	HM
13.	Verbally decline unsuccessful interviewed candidates, and return interview documents to recruitment for safe keeping. Offer successful candidate/s <i>Check salary to be offered with HR if unsure</i>		HM
14.	Complete a Staff appointment Form (SAF)	Intranet (HR Forms)	HM
15.	Offer details created and emailed via taleo for approval	Taleo	RC
16.	Once offer is approved, contract is generated		RC/ RA
17.	Extend offer via email to candidate, on boarding etc is included	Taleo	RC
18.	Send all successful candidate information to Recruitment Centre using check list	Check list	HM
19.	Create a personal file and ensure that the relevant police check is submitted		RA
20.	Send candidate file to Staff Service Centre (SSC) for loading <i>(Employee number generated by SSC and emailed to RC and HM within 48 hrs)</i>		RA
21.	Refer to new employee toolkit for first 90 day orientation process	Intranet (HR Forms)	HM