

# CHECKLIST

## ESSENTIAL STEPS TO TAKE IN ENGAGING EMPLOYEES.

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### INTRODUCTION:

The following points are essential in establishing an employment relationship consistent with best practice and the requirements of current federal legislation.

The order in which they appear should be reflected in the Company's actions when engaging any and all staff (although, particularly in the case of emergencies/unforeseen circumstances, this may not always be practicable).

- [ ] Identify your needs precisely, as to the skill levels required, the duration of the employment, and the nature of the employment (fulltime, part-time, fixed-term, casual);
- [ ] Compose a Position Description (PD) that reasonably reflects the role and responsibilities to be undertaken; the role may evolve over a period, therefore these documents should be reviewed regularly to ensure that what is expected, is recorded in writing, and that the employee(s) are always advised of changes, prior to their implementation;
- [ ] Identify the appropriate award covering the work, the classification within the award (to be incorporated into the Position Description & Letter of Appointment), to which the role will be tied, the appropriate rates of pay and award terms usually to be applied in the course of performing the duties required (e.g; weekend penalties, tool and other allowances), in the case of Outdoor Recreation employers, depending upon the nature of the operation, ancillary functions could possibly be covered by one or more Modern Awards. Advice should be obtained from either the *Fair Work Ombudsman* or HMT Consulting\*;
- [ ] Ensure that candidates for employment who are not Australian Citizens, are eligible to seek employment in this Country; further, that any accreditations & experience relied upon by an applicant are relevant and recognised here. It is wise to seek written confirmation from the person(s) concerned of all of this aspect, prior to any job offer being made;
- [ ] Ensure that the successful candidate is aware of the probationary period involved in filling the job, and the amount of notice required by both the employer & employee to legitimately terminate the employment;
- [ ] After identifying the appropriate candidate(s) for employment issue them with a letter of offer, together with the PD and the *Fair Work Information Statement*. The offer of employment should be countersigned and dated by the new employee in order to confirm their acceptance of the role;

- [ ] Upon commencement, the employee(s) should have supplied to them or given access to, a full copy of the appropriate 'industrial instrument' (Modern Award or Enterprise Agreement – if relevant); further, steps should be taken to identify the occupation superannuation fund account that the employee wishes to have employer contributions paid into on a regular basis;
- [ ] Ensure all relevant steps are taken to establish the necessary *Work Cover* policy to adequately cover the new team member(s);
- [ ] Undertake a staff induction, including issuing all company policies & procedures, copies of the National Employment Standards, and the collection of relevant personal details (e.g; confirmation of next of kin contact details, Tax File Numbers). The new employee must be made aware of the timing and frequency of the review of their performance (and by whom such reviews will be conducted);
- [ ] At some point in the development of a business, circumstances could warrant the issuing of formal '*employment contracts*', which 'complement' the *Letter of Offer*, however, go into the details of the terms specifically to be offered to an individual. In the usual course of events, this would be provided to the employee (candidate for employment) prior to the *Letter of Offer* being issued. The person should be given every opportunity to review the contents and to raise any queries or concerns prior to their engagement.

\* Providing professional services covering Industrial and Workplace Relations concerning small to medium sized businesses.

**HMT Consulting**

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