



## Recruitment and Selection Policy

BMS001638 | Rev 10.0 | 7/10/15

Owner: National Manager Talent & Sourcing

## Background

At Nbn, we engender trust and integrity, we are upfront, honest and transparent-internally and externally- and act in nbn's best interest. Nbn promotes Equal Employment Opportunity (EEO) in all aspects of recruitment and selection. EEO is about employment practices that allow existing and potential employees to be considered for, or be awarded, employment, promotions, transfers, training and other employment related benefits based on their merits without reference to irrelevant characteristics. Nbn is committed to a fair and consistent approach to recruitment and selection. Nbn may decline to offer a candidate employment because a candidate is unsuitable for a position or due to a matter disclosed by pre-employment checks.

## Purpose

The intent of this policy is to ensure that recruitment and selection decisions are made consistently, fairly and equitably across Nbn and meet any legislative requirements.

## Scope

This policy covers permanent and maximum term contract job vacancies at nbn and excludes contract, consulting or temporary assignments for individuals who are not on nbn Payroll

## Policy

### **Authority to Recruit**

Only managers with an approved position in the workforce plan, a position description consistent with nbn standards, and a target remuneration amount approved by the Rewards team have authority to hire at nbn. Positions need to be released to the Talent & Sourcing Team before any recruitment activities can commence.

The Talent & Sourcing Team must be involved in all recruitment and selection activities, except in limited circumstances where the process may be managed solely by the Chief Human Resources Officer (CHRO).

### **Advertising**

nbn promotes a recruitment approach that encourages internal and external advertising of roles. However, it is recognised that there are some instances when it is in nbn's interest to limit the breadth of advertising.



## **Recruitment Agencies and Executive Search Firms**

Engagement of recruitment agencies or executive search firms can only be initiated by the Talent and Sourcing Team or in limited circumstances by the CHRO. This ensures that the correct documentation is in place to govern the engagement and nbn's Brand is protected. All recruitment agencies and executive search firms should have an executed nbn Recruitment / Labour Hire Agreement prior to recruitment activity commencing.

Only approved nbn agencies may be engaged.

Engagement outside of these parameters and any associated financial impact will be borne by the individual business department.

## **Internal Candidates**

nbn encourages a flexible, mobile, adaptive workforce and supports eligible employees to pursue growth and career opportunities within nbn. nbn will generally advertise positions externally but may limit advertising of a position to internal candidates only, where it is demonstrated a genuine internal labour market exists that would deliver appropriately skilled candidates.

## **Re-Employment of Former nbn Employees**

nbn does not differentiate either in favour of or against re-employing former employees, subject to certain conditions.

nbn may choose to re-employ a former employee if they are the best person available for the job, based on merit, and no specific decisions have been taken to not re-engage the former employee. In these circumstances, we may re-employ the former employee in accordance with this Policy.

If the employee had previously agreed to specific terms that precluded re-employment by nbn for a specified period of time, those terms must be met. The employee will be ineligible for re-employment until those terms expire.

No offer of employment will be made to the former employee until the CHRO approves the application

Employees who have been made redundant will not be eligible for re-employment either in as an nbn employee or on a contract (Labour Hire) basis for a period of 12 months post their end date.

## **Selection Process**

The following process is to be used when selecting applicants for employment:

- screening and short listing suitable candidates to assess motivation, nbn culture and values alignment, key criteria set out in the job description, and behavioural based interviewing based on selected nbn competencies
- psychometric and abilities assessments will be used for Manager level hires per the nbn Core Selection Standards
- pre-employment checks, including references, Drug & Alcohol Testing, criminal record checks and other checks (e.g. qualifications) depending on the role being recruited

All verbal offers of employment are to be made by the Talent & Sourcing Team either directly to the successful applicant or via the recruitment agency if applicable. Managers should not provide information to candidates on potential pay levels ahead of the negotiations conducted by the Talent & Sourcing Team.



## Roles and responsibilities

All Employees who are involved in the collection, use or disclosure of personal information about individuals as part of the recruitment process are responsible for doing so in accordance with the nbn Privacy Policy. This includes taking reasonable steps to destroy or de-identify personal information when it is no longer required for the purpose it was collected.

**The Talent & Sourcing Team** are responsible for:

- liaising with and supporting the hiring manager during the recruitment and selection process
- managing the process of sourcing, advertising, screening and short listing candidates
- engaging recruitment agencies if required
- managing the completion of psychometric assessment, reference and background checks
- negotiating and discussing TFR with candidates
- making candidate offers, including the negotiation of pay
- providing feedback to unsuccessful candidates who have been prior to positions being closed

**The Hiring Manager** is responsible for:

- **ensuring they understand pre recruitment activities needed to have positions released for recruitment**
- confirming and determining additional candidate screening checks for every role recruited, including and not limited to licences, academic – professional qualifications and/or professional memberships
- working with the Talent & Sourcing Team during the recruitment and selection process to ensure a clear understanding of the skills, experience, knowledge and qualifications and overall fit required for the position
- establishing the interview panel of nbn permanent employees in accordance with the Nbn Core Assessment Standards
- ensuring all relevant steps of the nbn Core Assessment and Selection Standards are adhered to before an employment offer can be made
- providing meaningful feedback to the Talent and Sourcing Team after every candidate interview within 2 business days.
- approving the final offer
- Retaining interview notes and providing to the Talent & Sourcing Team to satisfy document retention requirements

**The Human Resources Support Centre** is responsible for:

- generating a letter of offer and contract and sending to the hiring manager for approval prior to extending the offer to the successful candidate

**The Human Resources Business Partner** is responsible for:

- assisting managers to understand pre recruitment activities needed to have positions released for recruitment
- managing manager expectations on timing for roles to be released to recruitment
- ensuring that nbn's organisational design principles are adhered to in the approval of roles in the workforce plan and creation of job descriptions by managers
- Participating in interviews for senior leadership positions, generally General Manager (C pay level) and above.



## More information

Please contact your Manager or the Talent and Sourcing Team if you require additional information in relation to this policy.

## Related policies

- Equal Employment Opportunity
- Remuneration and Benefits
- Relocation
- Internal Hiring Policy
- Personnel Security Policy
- Privacy Policy
- Information Classification Policy

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National Manager Talent & Sourcing

Effective 7 October 2015



## Document control

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Revision	Description	Policy Author
1	Initial release	Trevor Hoggan
2	Minor grammatical adjustments	Trevor Hoggan
3	Minor Amendments	Trevor Hoggan
4	Minor Amendments	Trevor Hoggan
5	Policy Standardisation	Chris Hare
6	Updated Logo to New NBNC Co Logo Standard and updated classification in line with revised policy. Also changed ownership	Chris Hare
7	Updated to include Personnel Security Checking	Jackie Shearwood
8	Introduction of internal mobility, assessments, and minor adjustment	Chris Hare
9	Alignment with revised Recruitment and Selection Process and Core Assessment and Selection Standards	Julie Maule



10	Updated into new brand format	Julie Maule
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