



THE MORETON BAY FOUNDATION LIMITED

PROCEDURES: STAFF RECRUITMENT

Recruitment Panel	<ul style="list-style-type: none"> To enhance transparency and equity in recruitment, The Moreton Bay Foundation Limited (TMBF) will appoint a selection panel (of a minimum of two persons) for all employee recruitment. When recruiting for a Chief Executive Officers (CEO) or similar position, the TMBF Board will appoint the selection panel. A selection panel chairperson will be appointed to lead the recruitment process, including negotiating resolution of conflicts or similar issues. The role of the selection panel is to decide upon, and action all processes relevant to the recruitment for particular position/s, including finalisation of the position description; deciding upon and implementing recruitment methodology, ensuring transparency, fairness and consistency for all applicants; documenting processes, and filing such documentation; and undertaking all other things necessary to foster successful recruitment.
Declaration of Prior Relationship	<ul style="list-style-type: none"> To aid recruitment transparency and equity, any applicant list will be reviewed by selection panel members and if any panel member has had any social or professional relationship (however minimal) with any applicant, that panel member must declare that relationship, including if a panel member is nominated as a referee for any applicant.
Reference Checks	<ul style="list-style-type: none"> Reference checks for preferred candidates will be undertaken with at least two referees. Referees should provide first-hand knowledge of the applicant's work performance, and preferably one referee should be the applicant's immediate and current supervisor.
Selection Decision	<ul style="list-style-type: none"> The recruitment selection panel shall select the applicant considered most meritorious overall, based on a comparative assessment of the applicants' abilities, skills, knowledge, experience, qualifications, and potential against any selection criteria.
Employment Contract	<ul style="list-style-type: none"> To formally accept the offer of employment the successful applicant is to sign an employment contract by an agreed date. That contract will, at a minimum, state: <ul style="list-style-type: none"> The role/s and responsibilities of the person; The confidentiality requirements of the person; The term of engagement of the person; The term of any probationary period, if any; The industrial instrument (if any) under which the person is engaged; The salary (if any) to be paid to the person; and Any other relevant terms and conditions, such as accountabilities and Key Performance Indicators (KPIs) relevant to the Position.
Employment Orientation	<ul style="list-style-type: none"> To support applicants to quickly adapt to their position, and improve workforce productivity and employee retention, applicants will be provided with a workplace and position orientation.