



HR Guide - Recruitment, Onboarding and Offboarding

**FOR HIRING MANAGERS
(CHURCH HOUSE, WOLLASTON THEOLOGICAL
COLLEGE, ANGLICAN COMMUNITY FUND AND
SWAN VALLEY ADVENTURE CENTRE)**

A) Introduction

A positive employment relationship between an employer and an employee is critical to the success of an organisation and the growth of the employee. This step-by-step guide is aimed at assisting hiring managers (HMs) in the successful implementation of all aspects of recruitment, onboarding, and offboarding.

B) Stages of Recruitment, Onboarding and Offboarding

There are five stages to this process: -

- 1) Attraction and selection (approval to hire);
- 2) Pre-start;
- 3) Employee's first day;
- 4) Change of conditions; and
- 5) Offboarding

C) Attraction & selection (approval to hire)

Step	Action	Comments
1	The Hiring Manager (HM) identifies vacancies and completes Section A of the Recruitment Requisition Form (RRF). Review the Position Description (PD) to ensure it is up to date, and provide an amended (marked-up) copy of the PD to Human Resources (HR).	The RRF form and the position description template are available from HR.
2	If the position to be advertised is the same as the previous role, only direct supervisor approval is required in Section A of the RRF. If there are changes to the role (salary, FTE, title, etc.) the RRF will require further approvals from the Diocesan Secretary and Executive Officer. If the role is new , confirm the budget with the Chief Financial Officer and obtain the Diocesan Secretary and Executive Officer's approval.	
3	Once all required signatures are obtained by the HM, the RRF is forwarded to HR. A copy is kept with HM.	The copy you have will be used to complete Section B of the RRF once the preferred candidate has been selected.
4	HR advertises the vacancy (if required). The HM may choose a different recruitment method, such as filling the role without an advertisement or using a recruitment agency.	The job ad will run between two and four weeks.

5	Once the job ad closes, HM to shortlist and conduct interviews. • HM to select the preferred candidate with the assistance of HR. • HR to conduct reference checks via XRef. • Upon positive reference and compliance check, HR will provide a progress update to the candidate. • Supporting documents collected by HR.	• HM to arrange interviews with a panel of at least two other representatives. • Depending on the role and recruitment requirements, HR may be involved in the recruitment process. • Consider gender balance for the panel members. • Referees must be previous supervisors or managers with whom the candidate has worked recently. If this cannot be provided, alternatives must be contacted. A minimum of two referees will be required. • Various supporting documents are required from the preferred candidate before final approval can be given and recruitment can be finalised. These documents are: ✓ Police clearance (no older than 3 months). ✓ Copies of qualifications. ✓ Copies of first aid and/or WWCC. ✓ Proof of working rights. ✓ Photo ID such as a driver's license or passport. <u>IMPORTANT</u> • No new team members must be allowed to commence employment without the offer and acceptance of the employment contract occurring. • HMs are not allowed to offer positions to a candidate, whether verbal or written. • A position cannot be offered to a candidate until all of the above, plus final approval, have been received. During the recruitment process, a candidate can be told they are moving to the next stage of our recruitment process, but must not be told they are the preferred or successful candidate.
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		In conjunction with the HM, HR to confirm the start date when offering a position.
6	HM is to complete Section B of the RRF, with candidate information and relevant signatures from the Diocesan Secretary and Executive Officer (if required), and forward it to HR.	- Please ensure that all required signatures are obtained before submitting them to HR. - Please also refer to Recruitment and Selection Procedure – Lay Employees
7	HR will email an 'entry notification' to the Entry and Exit Group.	The Entry and Exit Group consists of Payroll, Screenings, Reception, Executive Assistant, Executive Support Officer and respective hiring managers.

D) Pre-start

Step	Action	Comments
1	HR prepares the employment contract and obtains approval from the Diocesan Secretary and Executive Officer.	No new team members are allowed to commence without the Diocesan Secretary and Executive Officer signing an employment contract.
2	HR to email the employee the signed contract and other HR paperwork	
3	Employee to return signed contract and new starter documents.	Payroll emails Human Force details to the employee.
4	HM to email the team/organisation about the new starter.	HR can provide a standard template email.
5	HM to complete and submit the Network Access form to InFocus IT (if the role requires ICT access and devices). support@infocusict.net	Only for employees based at Church House, Swan Valley Adventure Centre and Wollaston Theological College.

E) Employee's first day (Refer to [Employee Onboarding Roadmap](#))

F) Change of Conditions

During an employment tenure, an employee can go through changes to their employment terms and conditions. For example, a change in work days or hours, being offered an allowance, or being recommended for a salary increase. If this is required, the following process is to be followed.

Step	Action	Comments
1	HM to complete the change of conditions form and email it to HR.	- The change of conditions form is available from HR. - Ensure that all required signatures are obtained before submitting them to HR.
2	HR will prepare an addendum to the employee's employment contract and obtain approval from the Diocesan Secretary and Executive Officer.	
3	HR is to email the employee the signed addendum, and the employee is required to return the addendum (if a signature is required).	

G) Offboarding

The day inevitably arrives. A resignation letter is placed on your desk, and the employee tells you they're moving on. It's time to offboard an employee.

Step	Action	Comments
1	Employee notifies HM via letter or email regarding their resignation.	If an employee's employment is terminated by an HM with short notice, please notify HR by email as soon as practicable. HR will email the Entry and Exit group so that processes can be completed, such as disabling computer access.
2	HM to notify HR via HR@perth.anglican.org and payroll@perth.anglican.org	
3	HR to send a resignation acceptance letter to the departing employee.	
4	HR to notify the Entry and Exit Group email regarding the resignation.	
5	HM to email the team/workplace about the departing employee.	
6	HM to ensure that all PDT's property/assets are collected from the departing employee on or before their last physical day.	HM to email HR@perth.anglican.org and payroll@perth.anglican.org to confirm that properties/assets have been returned to enable Payroll to process their final payments.