

<b>Q252</b>	<b>RECRUITMENT, SELECTION and APPOINTMENT of EMPLOYEES</b>
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### Policy Statement

Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) will plan strategically to meet the organisation's requirements for staffing and will conduct recruitment and selection for vacant employee positions that is designed to:

- attract the best possible candidates for the available positions
- ensure all selections are based on merit
- facilitate the professional development of existing employees
- ensure that all legal requirements are met and equal employment opportunity (EEO) principles are applied
- provide the most cost effective way of recruiting and selecting employees.

All employees involved in recruitment and selection processes must be familiar with and adhere to the following:

- The principles of EEO and Anti-discrimination legislation
- The workplace agreements and industrial conditions applying to the organisation
- The recruitment and selection policies and procedures outlined below.

This document complies with NDIS 2018, 2.7 Human Resources Management and ACIS 2013, section 2.6 Human Resource Management. This document is readily available to all Customers/Clients and employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service including The Boards.

• <b>Policy context:</b> This policy relates to	
Legislation or other requirements	Fair Work Act 1994 Equal Opportunity Act 1984

### Documentation

<b>Documents related to this policy</b>	
Related policies	Q255 Employee Induction Policy
Related procedures	P252 Recruitment and Selection Procedures
Forms, record keeping or other organisational documents	Induction files Interview files