Principles and Workforce Strategy

The following principles guide decision-making in relation to recruitment and selection of employees.

* The aim of the recruitment and selection process is to appoint the most suitable person to the position.
* Recruitment of new employees will only be undertaken after capabilities of existing employees have been taken into account and training options sufficiently explored.
* Recruitment and selection will be informed by the organisation’s strategic directions and priorities and will take place following an evaluation of the need for the role given the staffing requirements to achieve these directions and priorities.
* Recruitment and selection will be guided by requirements of relevant legislation and other relevant human resource management policies in use by the organisation such as equal opportunity and anti-discrimination policies.
* Recruitment and selection processes will be conducted on the basis of fair, equitable and respectful treatment of all applicants.
* Positions will be advertised using advertising channels of minimal cost: word-of-mouth, social media, referrals, and posting a notice in the café window.
* All appointments will be made on the basis of careful and consistent application of the principle of merit and adherence to the key selection criteria and requirements of the position as outlined in the position description.
* All recruitment and selection processes will be conducted so as to ensure the confidentiality of the applicants and to preserve the integrity of the process.

John Readings strategy around recruitment involves:

* Striving for diversity: incorporating a wide variety of approaches and perspectives in the workplace
* Expanding hours of operation for a global marketplace and changing needs of retail customers
* Hire the right person for the job: ensure that job descriptions effectively cover the requirements of the role without incorporating unnecessary exclusions (e.g. only specify qualifications when they are necessary for the role).