

Recruitment, Selection & Employment Policy

Rationale

Our vision is a world where 360 Degrees Security & Investigations Limited is recognised as a standout provider of modern, responsive, and affordable security services.

Our human resources strategy is to create a sustainable competitive advantage by aligning our people to our vision, by building a skilled, safe, and motivated workforce, while driving a work culture of professionalism and continuous improvement.

Our approach to strategy execution is to adopt the EZHR System and its policy framework to achieve our strategic HR objectives. The EZHR System is a documented people management and workplace safety system that incorporates an effective recruitment, selection and employment sub-system designed to promote fairness and process consistency, so that candidates who show the most potential for being successful in a role are selected and hired in a manner consistent with employment legislation.

Policy Statement

360 Degrees Security & Investigations Limited shall operate an effective recruitment, selection and employment system that promotes fairness for job candidates through process consistency, so that candidates who show the most potential for being successful in the role are selected and hired in a manner consistent with employment legislation.

Policy Guidelines

1. The recruitment, selection and employment system shall be that set out in the HR3A Recruitment, Selection & Employment Flowchart.
2. A job vacancy may arise in the following circumstances:
 - a. when an existing job becomes vacant; or
 - b. when a new job role is created.
3. Only a director or person holding a comparable position can authorise the filling of a job vacancy and the fixing of the wage / salary band.
4. Before authorising the filling of a job vacancy, and fixing the wage / salary band, the authorising person shall ensure that:
 - a. there is a genuine need for filling the job vacancy; and

- b. there is adequate monies in the budget to cover wages / salary, resources and other associated costs; and
 - c. there is a job description on hand that clearly articulates the tasks and person specifications for the job.
- 5. When the filling of a job vacancy has been authorised the HR Manager shall oversee the recruitment, selection, and employment processes outlined in these guidelines.
- 6. To assist in providing that oversight the HR Manager shall maintain a HR3B Recruitment, Selection, & Employment Checklist.

Recruitment

- 7. Recruitment is the process of attracting qualified job candidates for a role.
- 8. A job vacancy shall be advertised publicly through either:
 - a. online media (such as Trade Me Jobs or SEEK); or
 - b. print media (such as the local newspaper), or
 - c. through both online media and print media.
- 9. The job advertisement should include:
 - a. information about the employer
 - b. an overview of the vacant job role
 - c. the job role person specifications
 - d. a closing date
 - e. instructions to provide a cover letter and CV; and
 - f. the HR Manager's contact email.
- 10. The HR Manager shall maintain a HR3C Register of Job Applicants.
- 11. For the purpose of eliminating unqualified applicants, the HR Manager shall as soon as practicable after an applicant's cover letter and CV is received:
 - a. request further information from the applicant regarding relevant job role person specifications (e.g. vaccination status (where applicable), driver licence status, previous criminal convictions etc) using the HR3D Job Applicant Pre-Qualification Screening Guide; and
 - b. load information received from job applicant responses to the HR3C Register of Job Applicants.

Selection

- 12. Selection is the process of identifying and selecting the right candidate for the advertised job.

13. As soon as practicable after the closing date the line manager for the job role being advertised shall convene and chair a selection panel.
14. The selection panel must comprise of the line manager and at least one other person.
15. The selection panel shall compile a shortlist of suitable candidates.
16. When compiling a shortlist of suitable candidates, the selection panel shall consider:
 - a. whether an applicant's competences (knowledge, skills, experience, and qualifications outlined on the applicant's CV) match the requirements of the job role; and
 - b. whether the applicant meets the job role person specifications (as recorded on the HR3C Register of Job Applicants).
17. Shortlisted candidates shall be interviewed by the selection panel.
18. The interview process shall be applied consistently.
19. To help ensure consistency the selection panel shall prepare a set of interview questions using the HR3E Job Interview Questions Guide.
20. The decision on who to select as the preferred candidate shall be made:
 - a. by consensus of the selection panel members; or
 - b. where consensus has not been possible, by the line manager.
21. Where a preferred candidate has been selected, a satisfactory referee check shall be undertaken by the line manager and recorded using a HR3F Record of Referee Check, Recommendation, and Approval form.
22. Where a satisfactory referee check has been undertaken, the authorising person may on the line manager's recommendation approve the selection of a preferred candidate by signing the HR3F Record of Referee Check, Recommendation, and Approval form.

Employment

23. Employment is the process of:
 - a. negotiating the terms of an employment offer with the preferred candidate
 - b. entering into a written employment agreement; and
 - c. completing other pre-induction onboarding documentation.
24. Where the selection panel's recommendation as to the preferred candidate has been approved by the authorising person the HR Manager shall:
 - a. prepare:

- (i) a letter of offer
- (ii) individual Employment Agreement
- (iii) Job Description; and
- (iv) Training Agreement (where applicable); and

b. Facilitate employment negotiations with the preferred candidate.

25. Where negotiations with the preferred candidate are unsuccessful, the line manager shall:

- a. liaise with the selection panel to select a next preferred candidate; and
- b. recommend to the authorising person that either:
 - (i) the job vacancy be offered to the next preferred candidate; or
 - (ii) the job vacancy be re-advertised.

26. Where a preferred candidate accepts the employer's letter of offer and enters into an employment agreement, the HR Manager shall:

- a. advise each of the other applicants that their job application was unsuccessful; and
- b. ensure the new employee completes the following documents:
 - (i) Application for employment
 - (ii) Emergency contacts form
 - (iii) IR330 Tax code declaration
 - (iv) KS2 KiwiSaver deduction form
 - (v) Bank account nomination form; and
- c. add the new employee to the HR1D Database; and
- d. proceed to implement the requirements of the employer's HR4 New Employee Induction Policy.

Signature:  Date: 1 October 2023
(Fran Gibson, Director)

Next policy review due date: 1 October 2026