

### 1. Who does this policy apply to?

This policy applies to all hiring managers of Australian News Channel (ANC) and applicants.

### 2. Starting the hiring process

As Hiring Manager, you should request to fill a vacant role or create a role on Workday (see attached Workflow).

#### Preparing the Role Description

You are responsible for creating the first draft of the role description.

#### If a job description already exists

1. Locate existing job description – talk to your General Manager, Human Resources if you need help
2. Edit the job description based on current needs
3. Prioritise or rank skills and abilities and key responsibilities in priority. Top 4 of each should be a non-negotiable, if they don't have the skill set they don't get an interview.

#### If no job description exists

1. Use attached template - [Role description template](#) (attachment 1)
2. Check out Seek and find similar job descriptions to the role you are recruiting and copy key sentences you like
3. align to the actual role and is on brand
4. Prioritise or rank skills and abilities and key responsibilities in priority. The top 4 of each should be a non-negotiable - if they don't have the skill set they don't proceed to interview.

### 3. Wait for Vacancy Approval

Each vacancy requires sign off from Chief Operating and Financial Controller through Workday.

Advise [General Manager, Human Resources](#) when your vacancy has been approved to talk about next steps.

#### 4. Advertising the Role

The [General Manager, Human Resources](#) will work with you to advertise your vacancy via:

- The internal email to all staff
- News Corp Australia/FoxCo websites
- Any other channels deemed appropriate

#### Parental leave replacements

If you're recruiting a parental leave replacement, make sure the position is not advertised as a permanent position. It should be advertised as a parental leave replacement position for a specified time period.

#### 5. Shortlisting

You should work with your Manager or General Manager, Human Resources for shortlisting candidates, based on the role description and other information you have provided.

#### 6. Interviews

You or the [Remuneration & Benefits Coordinator](#) will organise the interviews and in most circumstances.

The [General Manager, Human Resources](#) will discuss your requirements before the interview and assist you with preparing an interview guide if required.

[General Manager, Human Resources](#) will be involved in senior roles.

#### Behavioural and competency based interviews

We use behavioural and competency based interviewing styles. If you are unfamiliar with this style, the [General Manager, Human Resources](#) has a library of standard interview guides that can assist you. Guides can also be developed for any position.

Attached is a [handy collection of Interview tips](#) – attachment 2 (PDF) will also help you to prepare.

## Considering Equal Employment Opportunity

You need to make sure you comply with all legislative guidelines relating to recruitment.

### The Do's

- Ask the same questions of all applicants - men, women, people of all ages and races. If the question can't be asked of all applicants, then rephrase the question
- Only ask valid, job-related questions
- Questions in relation to marital status, age, children, country of birth, general health, religion, sexual preference, occupation of spouse or political affiliation are off limits. If in doubt, don't ask the question! Refer to ANC's Equality in Employment policy for further clarification.

### The Don'ts

- Don't make assumptions about the candidate from information provided or missing on the resume. For example, an extended gap between positions could be for a number of reasons - do not discriminate!
- Don't discount someone from consideration because they have a disability.

## Relatives and close friends

You can't directly recruit any relative or close friend. If a relative or friend applies for a role that you are recruiting for, you must withdraw from the interview process and find a suitably qualified alternative interviewer. This will minimise the potential for bias to enter into the selection process.

## 7. Pre employment testing and Reference checking

### Pre employment testing

For particular roles, for example Journalist/Producers and Technical, ANC may decide to use online pre-employment testing to evaluate the candidates' behavioural aptitude and core abilities to help determine if they are a good fit for the role and the company. These assessments are designed to help objectively evaluate qualities that aren't apparent during the interview process and feedback from references.

## Reference checking

Before making an offer of employment, you are required to do at least two reference checks on the preferred applicant. Reference checks help to verify the information the candidate has provided on their application, in their resume or during the interview.

ANC use XRef, an automated reference checking software that helps the Manager gather high quality insights on line. Reference checks are completed with the applicant's current and previous Managers and/or managers. Human Resources will provide information to the Manager.

*Please note:*

- Reference checks can only be conducted with the applicant's consent
- Candidates cannot be hired without valid reference checks
- With external applicants, it may sometimes be inappropriate to contact their current Manager
- We don't use personal referees as they are often unreliable and not reflective of an individual's work history.

## 8. Internal candidates

An internal candidate will only be considered for another role after they've been in their current role for at least 12 months, or where the candidate's Manager has agreed that they may leave their current position earlier. Providing they are performing well in their current role and are aligned with ANC's Values, the interview can go ahead. The candidate's Manager needs to be kept in the loop throughout the process.

Internal candidates who are currently under performance management won't be considered for transfer or promotion.

Note if a Hiring Manager would like to approach a staff member with the appropriate capabilities and skills for their vacant role, the Hiring Manager should first discuss with the staff member's immediate Manager.

## 9. Australian Working Rights

All team members must hold Australian working rights. These working rights need to be checked and documented before your team member commences any form of work or training for Australian News Channel (this is our legislative obligation). This obligation applies to all team members and includes but is not limited to permanent and fixed term employees, casuals, freelancers, interns and contractors.

All Non-Australian eligible passport holders (team members who are not eligible to hold an Australian Passport) will need to complete a VEVO Consent Form and the [Remuneration & Benefits Coordinator](#) will be able to do a VEVO check.

VEVO is the Department of Immigration's Visa Entitlement Verification system and is used to verify your team member's Australian working rights. Australian News Channel has a policy to conduct periodic checks on the working rights of its workforce. The Department of Immigration can impose penalties on both People Managers and Australian News Channel for visa related breaches (this includes unintentional and technical breaches).

If you suspect that a team member may not have Australian working rights, you have an obligation to notify the [General Manager, Human Resources](#) immediately so that appropriate checks can be performed.

### Things you need to know about a team member who are temporary residents

If you have a team member who is a temporary resident (such as someone on a working holiday, student, partner or bridging visa) you need to remember that special conditions may apply to their rights to work in Australia.

For example,

- a work holiday visa holder can only work for a single employer for a period of six months
- a student visa holder has restrictions on their ability to work during semester
- a partner visa holder's working rights are dependent on their link to the primary visa holder and the primary visa holder's rights to work in Australia
- some bridging visas have travel and employment restrictions

Please contact the [Remuneration & Benefits Coordinator](#) if you have any questions about the conditions that apply to your team member.

### What documentation is required from team members when they start with Australian News Channel?

Australian Citizens – a copy of:

- Australian Passport or
- Birth Certificate and Driver's Licence or
- Naturalisation Certificate and Government issued Photo Identification or
- Proof of Citizenship Document and Government issued Photo Identification

All Others (including NZ citizens) – a copy of:

- Passport and
- Signed VEVO Consent Form and
- VEVO Check Result

A new hire or rehire MUST NOT commence work in any form without valid proof of work rights evidence being presented. The responsibility for the collection of Right to Work evidence rests with the [Payroll Officer](#).

### 11. Business Sponsorships

If your team member asks about business sponsorship or you believe that there is a requirement for business sponsorship within your team, please contact our General Manager, Human Resources. All Business Sponsorships require Chief Operating & Chief Financial Officer approval before the process can commence.

Things you need to know about a team member on “Business Sponsorship”

If you have a team member who is on business sponsorship visa (such as a 457 Visa), you need to remember that the team member was sponsored for a particular role within Australian News Channel that could not be filled with an Australian Citizen/Permanent Resident.

Sponsored Team members may not be able to Salary Sacrifice items from their salary. In the event that a sponsored team member wishes to salary sacrifice from their salary, please direct them to contact the Payroll Officer before commencing any salary sacrifice activities. Some salary sacrifice activities can breach the team member’s visa and our business sponsorship obligations.

### 12. Making the offer

1. A verbal offer to the successful candidate will be made by the Hiring Manager
2. Once verbally accepted, the Hiring Manager will request for the role to be filled on Workday by completing the relevant details
3. An employment contract confirming all details will then be created by the [Remuneration & Benefits Coordinator](#) to be signed by the Hiring Manager.
4. If the candidate doesn’t accept immediately, a timeframe needs to be determined and agreed to by all parties so a formal decision is not delayed.

### 13. Policy Version and revision information

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Version	1.0
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