



Australian News Channel Pty Ltd

1. Hiring Process

19 August 2020

1.1 Hiring Process

#	Description	Responsible	System	KPI/Turnaround
1	Create Job Requisition	Hiring Manager	Workday	7 BDs before hire date
2	Review Job Requisition	Finance (Payroll)	Workday	3 BHs
3	Approve Job Requisition	Head of HR	Workday	3 BHs
4	Business Partner Approval	Finance (FP&A)	Workday	3 BHs
5	Budget Approval	Finance (FC)	Workday	3 BHs
6	Recruitment Proceeds	Hiring Manager	NCA/Recruiter/Online	<Time>
7	Enter Hire Details	Hiring Manager	Workday	5 BDs before hire date
8	Review Hire	Finance (Payroll)	Workday	3 BHs
9	Approve Hire	Head of HR	Workday	3 BHs

1.2 Hiring Process (continued)

#	Description	Responsible	System	KPI/Turnaround
10	If Offer (\$ value) Changes - Update Job Requisition and Restart at Step 4	Hiring Manager	Workday	Immediately
	If Offer (\$ value) is Unchanged – Payroll is Notified Through Workday and Prepares Draft Employment Contract	Finance (Payroll)	Workday / MS Word	1 BD
11	Review of Contract (Finance provides)	Hiring Manager	Email / MS Word	3 BHs
12	Approval and Signing of Contract (Finance provides)	Head of HR	Email / PDF	3 BHs
13	Contract Sent to New Employee	Finance (Payroll)	Email	3 BHs
14	Receive Signed Contract from New Employee, File in Workday	Finance (Payroll)	Workday	3 BHs
15	Send Employee Sky News Login Details	Hiring Manager	Email	3 BHs
16	Send Onboarding Details to New Employee to Complete	Finance (Payroll)	Email	3 BHs
17	Arrange Induction for New Employee	Hiring Manager	Email	Start Date
18	New Employee Starts	Employee	Sky News	Start Date



End.