
Policy – Recruitment Selection

1. INTRODUCTION

- The Academy of Entrepreneurs (the Company) is committed to attracting, retaining and developing talent.
- The Company's selection process will be honest and fair and will follow all relevant legal, regulatory and compliance requirements as well as internal employment policy and procedures.
- Recruitment decisions are strictly based upon assessment criteria that identify candidates whose technical and professional skills and personal and behavioural characteristics best match the requirements of the vacant position.

2. APPLICATION

2.1 Scope

- This Policy applies to the recruitment of all colleagues to any positions within the Company as well as contractors who are performing work for the Company through an external employment arrangement.
- This Policy applies to both external candidates and also to internal candidates when they are offered a new role, whether on promotion, transfer, or for any other reason.
- In principle all vacancies are open to candidates who are eligible to work and live in Australia, unless specifically outlined otherwise in the vacancy. When dealing with the recruitment and/or secondment to Australia of employees residing overseas, this policy should be referred to as a guideline for good practice.
- The Policy also extends to the recruitment of Responsible Officer roles consistent with ASIC requirements. The Responsible Officer should be a person or persons to whom the directors of the AFS licensee have given the power and authority to make significant decisions relevant to the carrying on of an Insurance Services business. These decisions may be managerial or strategic, financial or relevant to the provision of the actual insurance services.

2.2 Principles

- The Company is an equal opportunity employer. This policy aims to ensure that the right person for the job is appointed regardless of their gender, race, disability or any other attribute that does not prevent a person from fulfilling the legitimate requirements of the role.
- The Company is committed to filling its vacancies internally whenever appropriate to ensure career development opportunities within the Company are maximised and recruitment costs are minimised. External recruitment will occur when no suitable internal candidate is available, or when comparison between internal and external applicants is deemed necessary. Internal and external advertising can be concurrent.
- Where the recruitment process is carried out by a third party on behalf of the Company, that third party must be provided with a copy of this Policy and any other relevant policies and will be required to adhere to the terms of these policies.
- Relatives of colleagues may be employed by the Company provided they are not employed in the same department and provided that no conflict of interest situation may arise.

2.3 Responsibility for Recruitment

Please see the Recruitment & Selection Guidelines for further details.

3. RECRUITMENT PROCESS OVERVIEW

3.1 Advertising Vacancies

- The Company is committed to publishing its vacancies internally. The circumstances where a vacancy need not be advertised are:
 - Roles for periods of less than 6 months
 - In the event of restructures
 - Where a colleague has been identified from a succession / development plan
 - Commercially confidential
 - Any other exceptions will need to be approved by the Divisional Head and the Human Resources Department.

3.2 Use of Recruitment Agencies

The Company directly sources candidates wherever possible, however, under certain circumstances external recruitment agencies from the Company's preferred supplier agreement may be engaged to facilitate the recruitment process. This ensures the Company is engaging agencies that understand our business and provide a cost effective and efficient service. The HR Team has ultimate responsibility for the engagement and management of recruitment agencies.

3.3 Initial Review of Applications

- Internal candidates wishing to apply for a role within the Company need to submit an updated resume online through our Company Careers website and also attach their last two performance reviews.
- The Company encourages colleagues to remain in their role for at least 12 months before applying for another internal position. Exceptions to this rule will be managed on a case by case basis.
- The Company is committed to redeploying colleagues whose roles have been made redundant. Therefore, where appropriate, when filling vacancies preference should be given to colleagues seeking redeployment.
- Former employees of the Company who apply for an advertised position will be considered in accordance with the relevant and applicable selection process, the principles outlined in the EEO and Diversity Policy and this guideline. It is also expected that HR is consulted in regards to eligibility for rehire. A break to continuity of service will occur if the employee ceases employment with the Company and is not re-employed within 3 months.
- Due to significant cultural and industrial issues that may apply, retrenched colleagues will not be re-employed until at least 12 months has elapsed from the original retrenchment date. This applies to permanent and contract roles sourced directly or through a recruitment / contracting agency.

3.4 Selection Process

Where an interview takes place, the following minimum standards must apply:

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- All interviewers will explore candidates' abilities against the selection criteria and the requirements of the role
 - Candidates will be rated against the selection criteria as soon as possible after the interview has taken place
 - All internal interviews must include the Hiring Manager and a representative from HR
 - Full and accurate notes will be taken during the interview and provided to Human Resources, (HR), for storage at the end of the recruitment process.
 - Interviews will take place in an office or another appropriate and suitable professional environment.

3.5 Selection Decisions

To ensure compliance with relevant privacy legislation and best practice, selection and rejection decisions need to be recorded in writing and stored with HR. All records including resumes and reference checks will be kept with HR for a period of 36 months and will then be electronically stored.

3.6 Psychometric Testing

- Psychometric testing is an option for the recruiting Line Manager. Human Resources will organise this upon the request of the Line Manager prior to final round interviews and before the offer is confirmed. Test results are to be used as a tool along with other selection criteria to assist in making a decision and not to be the sole basis of the decision.
- Results can be discussed with the candidate upon their request and privacy laws must be considered when sharing any results outside of HR, the Hiring Manager and the candidate.

3.7 Reference and Background checks

- Reference checks and Background checks are compulsory.
- At least two verbal reference checks will be conducted by the Recruitment Consultant prior to any offer of employment being made. For internal applicants, a reference check will always be conducted with the candidate's current line manager as standard process. For external candidates two reference checks will be

conducted by the Recruitment Consultant or recruitment agency the candidate is represented by.

- All offers made to external candidates are subject to acceptable background checks. These checks will be arranged as part of the recruitment process via HR and are completed by an independent third party, First Advantage Australia. The external candidate's details are submitted to First Advantage Australia who provide verification of the candidate's details, which includes as a minimum:
 - Identity Check
 - Criminal Record Check
 - Highest Education (Qualifications)
 - Entitlement to work (Visa)
 - Employment history verification
 - Responsible Officer Checks
- It is the responsibility of the Hiring Manager to ensure the Recruitment Consultant knows the level of role to ensure the relevant checks are made to comply with the Financial Services Reform Act 2001, Anti-Money Laundering / Counter-Terrorism Financing Act 2006 and APRA legislation.
- Offers made to internal candidates may be subject to acceptable background checks by First Advantage as well. Examples are in case of a prolonged career break or when transferred or promoted to a role which requires additional checks to be conducted. It is the responsibility of the Hiring Manager to ensure the Recruitment Consultant knows the level of role to ensure the relevant checks are made to comply with the Financial Services Reform Act 2001, Anti-Money Laundering / Counter-Terrorism Financing Act 2006 and APRA legislation.

3.8 Recruitment Costs

All direct costs associated with a recruitment assignment, including advertising, relocation, recruitment agency, testing, background checks, travel and accommodation for the purpose of interviews shall be borne by the department recruiting for the position.

3.9 Making an Offer

- Once the Hiring Manager has selected the appropriate candidate in line with the specific selection criteria, the Hiring Manager is required to email the details of the offer to the Recruitment Consultant. The verbal offer will be extended to the candidate by the Recruitment Consultant unless otherwise requested by the Hiring Manager.
- Upon verbal acceptance of the job offer, the Recruitment Consultant will ensure the appropriate paper work is completed by HR and dispatched. In the case of an internal candidate being successful, a new employment contract or variation letter should be prepared by HR and forwarded to the colleague.
- Any offers that are outside our standard contract requests will require Recruitment Consultants to seek approval from HR prior to finalising the offer.
- An internal applicant should be released within four weeks of their offer. Where this is not possible, an appropriate release date of up to six weeks will be agreed between the current and recruiting line manager, and where this cannot be resolved, will be escalated to HR to resolve.
- Any offer of employment to an external candidate must be conditional on all the appropriate references, checks and approvals being received and being satisfactorily completed.

3.10 Storage of Recruitment Information

All information collected during the recruitment process (i.e. resumes and interview notes) will be required to be sent to HR for storage. This will be stored for a period of 36 months.

4. PRIVACY

4.1 Our undertaking to preserve privacy

The Company must be able to demonstrate due process and adherence to the Privacy Act for all dealings with all applications for positions, whether advertised or unsolicited, and regardless of who approached whom in the first instance.

Applicants can come from a number of sources – direct via application, by approach to a member of the company or via an agency. In all instances, dealings with applicants must be in line with the Privacy Act for the following reasons:

- Applicants have the right to challenge selection decisions.
- Applicants have the right to see information that has been collected about them. (There are, however a number of activities undertaken during the recruitment process where information that is collected is deemed ‘commercially sensitive’ in relation to the final selection decision and in such cases, we are not obliged to provide the information at the applicant’s request).
- Applicants have the right to request the return or destruction of information, or to correct inaccurate information.
- Applicants have the right to know who has seen or received the information we have gathered.

The Company will safeguard personal information we collect. This includes taking all reasonable measures to protect personal information from misuse and loss from unauthorised access, modification and disclosure, both internally and externally.

We may store personal information in hardcopy documents or electronically on our computer systems.

Approvals & Review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	