



TOMAX
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Providing safe & secure, end-to-end supply chain solutions since 1987

Tomax Logistics Australia Recruitment & Selection Policy

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Authorised: Group Human Resources & Compliance Manager

PURPOSE

This policy reflects Tomax Logistics' commitment in ensuring that all recruitment and selection processes are fair, consistent and comply with current legislation. Tomax Logistics promotes Equal Employment Opportunity (EEO Policy #20130930-057A) and anti-discrimination and aims to appoint the best candidate qualified for the position.

SCOPE

This policy applies to the recruitment and selection of all internal and external candidates.

POLICY STATEMENT

Tomax Logistics is committed to selecting the best applicant for any position advertised based solely on merit. This consists of an assessment of the applicant's overall level of skill, competencies, knowledge, experience and relevant qualifications, in relation to the requirements outlined in the position description. Tomax Logistics is committed to ensuring that all information relating to a candidate's application is kept in accordance with the Privacy Act 1988.

Recruitment and selection will be conducted by the relevant Department Manager and HR Department and approved by the management team before a final decision is made. Recruitment and selection decisions based on irrelevant factors such as a person's sex, race, disability, age, sexuality or other personal biases or favouritism will not be condoned by Tomax Logistics.

DEFINITIONS

Discrimination: is treating, or proposing to treat someone unfavourably because of a personal characteristic that is protected by law

Recruitment: to identify and attract a pool of suitably qualified candidates

RESPONSIBILITIES

The Department Manager is responsible for liaising with the HR Coordinator and CEO to ensure they have a clear understanding of the skills, competencies, knowledge, experience and qualifications required for the position.

The HR Department is responsible for identifying the need for a position to be filled and liaising with the Department Manager to develop a position description. They are to manage advertising, short-listing, and initial phone interviews. They are to give Department managers continuous support and guidance in regard to recruitment and selection and ensure managers understand their responsibilities.

All parties are responsible for ensuring they familiarise themselves with the recruitment policies and procedures and follow them accordingly.

PROCEDURES

Advertising

The job advertisement will be written in clear, concise and non-discriminatory language. In order for it to be effective it should cover the AIDA principle (attention, interest, desire, action) and include:

- The title of the position
- A summary of the role
- A description of the qualifications, skills, abilities, knowledge and personal characteristics required
- Salary range
- Clear instructions on how to apply for the job
- A closing date for receiving applications

Short-list

A short-list of candidates will be determined by checking each candidates resume against the essential and desirable criteria. Essential criteria are factors that are critical to the performance of the role. Desirable criteria are factors that will assist the applicant to perform the role. The unsuitable candidates will be notified via email or other appropriate means, of their unsuccessful application. Potential candidates will be given a phone interview and if successful, will be short-listed to attend a face-to-face interview with the relevant Department Manager and HR Coordinator.

Selection

Selection of potential candidates will be determined by meeting key selection criteria outlined in the position description. The selection process will include:

- Screening of resumes against the selection criteria
- Conducting phone interviews with applicants whose resumes meet the selection criteria
- Select a shortlist of candidates according to answers given to interview questions
- Conduct face-to-face interviews with the shortlist of candidates with the relevant Department Manager and HR Coordinator
- Conduct aptitude tests as necessary
- Conduct reference checks on the successful candidate

References

Legislation and Acts

- Privacy Act 1988
- Equal Opportunity Act 2010
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Fair Work Act 2009
- Equal Employment Opportunity Act 1987
- Human Rights and Equal Opportunity Commission Act 1986
- Workplace Gender Equality Act 2012
- Privacy and Data Protection Act 2014
- Racial and Religious Tolerance Act 2001

Related Policies

- Tomax Logistics Privacy Policy & Procedures
- Tomax Logistics EEO Policy