

Recruitment & Induction Policy

Meneghello is committed to attracting and recruiting the best possible candidates for available positions and providing equality in employment for all people employed or seeking employment with us.

All recruitment and selection procedures and decisions will reflect Meneghello professionalism and commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities.

When it becomes necessary to recruit for a position, the recruiting Manager will refer to the relevant position description requirements and key selection criteria for the position. Resumes will be screened and interviews conducted against the position requirement and criteria.

Reference checks will be conducted prior to an offer of employment being extended to a candidate. The Federal Privacy Legislation applies to employee records held by an organisation.

Meneghello is committed to inducting all new employees into the firm, in order to ensure that they have a smooth integration into their role and become operationally competent. An appropriate amount of time and expenditure will be used to ensure the communication of required orientation information, such as Occupational Health & Safety requirements and other company policies and processes, role expectations, staff introductions, and office layout.

If an employee has doubts about any aspect of this Policy, they must seek clarification from their manager or the Managing Director. This Policy shall be reviewed periodically and disciplinary action may be taken against any employee found to have breached its principals.



Signed:
Danny Meneghello
Managing Director

Date:10/10/2017



Signed:
Marty Helean
Chief Operating Officer

Date:10/10/2017

