

Hockey MD Pty Limited Policy for Staff Recruitment and Selection Policy

For the purpose of this document, “staff” refers to all Hockey MD Pty Limited employees, volunteers and contractors.

1. RATIONALE AND PURPOSE

Our staff recruitment and selection policy describes our process for attracting and selecting external contractors, employee or volunteer candidates.

2. SCOPE OF THE POLICY

This recruitment and selection policy applies to all staff who is involved in hiring for our company. It refers to all potential job candidates.

Hiring staff goes through the following steps:

- a. Identify need
- b. Review the job requirements and description
- c. Decide on timeframe of recruiting
- d. Source possible candidates
- e. Run appropriate background checks– confirming and verifying WWCC, ABN and Statement by Supplier, minimum two reference checks
- f. Review resumes
- g. Select the most suitable candidate
- h. Make an official offer through Hockey MD Pty Limited contract