

12. Recruitment & Induction

A. Recruitment:

Objective:

Tauranga Netball Centre Inc seeks to follow a robust and legally compliant recruitment process that ensures high quality appointments are made to all roles.

Policy:

Prior to undertaking any recruitment, the Board must approve filling the vacancy. This approval must be minuted at a Board meeting and include the remuneration payable for the role.

All roles should have a current Job Description, and this should be reviewed prior to any recruitment activity.

All approved vacancies will be advertised internally and, where appropriate, externally.

Applicants must declare medical conditions by answering these questions in the application form:

*Do you have any condition that may affect your ability to perform the job you are applying for?
Have you had an injury or medical condition caused by a gradual process, disease or infection, (eg hearing loss, repetitive strain injury) which the tasks of this job may aggravate or contribute to?
If an answer is yes, what accommodation/facilities/equipment would you require to be able to perform this job?*

Tauranga Netball Centre Inc is committed to complying with the Human Rights Act 1993 and to conducting recruitment processes that are fair to all applicants.

Ministry of Justice check **will** be conducted.

Reference checks must be carried out with at least two references (work related) before any offer of employment is made.

B. Induction:

Objective:

Once appointed Tauranga Netball Centre Inc seeks to offer a quality induction process that allows new employees to feel confident in their roles and to become effective contributors as soon as possible.

Policy:

The Centre Manager is responsible for the induction process. If the new employee is the Centre Manager, then the Board will delegate a Board Member to conduct the induction process.

Updated by: Nicola Compton	Date board Approved: 15 June 2021	Next review due date: June 2023
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