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CS ENERGY PROCEDURE

RECRUITMENT AND SELECTION

CS-HR-4

Responsible Officer: Human Resources Advisor
 Responsible Manager: Head of People and Culture
 Responsible Executive: Executive General Manager Finance and Corporate Services

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1 PURPOSE

To provide guidance to leaders who undertake recruitment and selection activities when hiring employees (fixed term or permanent) at CS Energy.

2 SCOPE

This procedure applies to Recruitment and Selection activities at CS Energy.

3 RESPONSIBILITIES AND ACCOUNTABILITIES

3.1 Leaders

Leaders are responsible for:

- Ensuring recruitment and selection activities are fair, open and merit based through the application of equal opportunity and anti-discrimination principles;
- Treating applicants respectfully and professionally ensuring they are provided with a positive experience as per CS Energy's Values and Code of Conduct;
- Adopting recruitment strategies to attract diverse candidate pools to support CS Energy's commitment to inclusion and diversity; and
- Aligning recruitment activities with strategic workforce plans and labour budgets to ensure CS Energy has the necessary skills, knowledge and attributes to meet current and future business requirements.

4 ACTIONS

4.1 Review Business Requirements

Prior to making a decision to commence recruitment a review of existing job design and/or team, division or organisation structure must be undertaken to consider:

- the operational requirements of the area;
- the ability to absorb tasks in the current team;
- whether capability or resources exist in the current team;
- whether the role is a permanent or fixed term role and full time, part time or casual; and
- if the role is in the approved CS Energy workforce plan and labour budget.

4.2 Approval to Recruit

Approval to Recruit must be provided by the relevant delegated authority prior to commencement of recruitment and provided to the Talent Acquisition team:

- Any positions not in the current approved labour budget will require additional approvals, with direction provided by the Talent Acquisition Team.

Approval to recruit requires:

- An approved Role Purpose Statement;
- EBA and/or Hay Job Evaluation; and
- HR Manager endorsement.

4.3 Advertising

- Vacancies are to be advertised in accordance with the relevant site Enterprise Agreement.
- The exception to the requirement to advertise positions internally to all employees is where it can be justified that advertising be confined to the local site and area. Limited advertising is to be approved by HR Manager.

4.4 Recruitment Agencies

Recruitment agencies for permanent positions may be used if the role is anticipated to be difficult to fill or specialist in nature. This will be in consultation with the Talent Acquisition Team and the Hiring Manager. Prior to engaging an agency contact the Talent Acquisition Team regarding preferred suppliers or potentially accessing government negotiated recruitment rates. For temporary or contract labour hire positions, please contact procurement to discuss the CS Energy Contract Labour Hire panel and associated rates.

4.5 Selection Tools and Activities

4.5.1 Selection criteria

The Hiring Manager in consultation with the Talent Acquisition Specialist will design objective selection criteria based on the person specification outlined in the Role Purpose Statement. This will be used to shortlist candidates, assess interview outcomes and provide candidates with feedback if they are not successful in obtaining the position.

4.5.2 Interviewing

- CS Energy endorses behavioural based interviewing techniques;
- The Hiring Manager will design interview questions and create an interview guide including questions regarding CS Energy Values and Code of Conduct and incorporating reference to Performance Standards (support is available from HR);
- Interview panels should consist of the Hiring Manager and an interested party (eg, peer, internal or external content expert, key stakeholder) as appropriate. HR and Talent Acquisition representatives are also available to provide support on interview panels as required.
- The interview may include other forms of assessment that requires the demonstration of other skills outlined as selection criteria in the role purpose statement. This can include, but is not limited to, group exercises, presentations and practical technical assessments.

4.5.3 Psychometric and aptitude assessments

On approval from the Head of Department or equivalent psychometric assessments may be used to provide further insight into a candidate's suitability by assessing their cognitive ability and personality preferences. Psychometric Assessments are to be sourced from specialist service providers. Talent Acquisition Specialists can provide advice regarding providers and the most appropriate test/s for the role. The Hiring Manager will be responsible for the costs associated with outsourced assessments.

4.6 Pre-Offer Checking

The following pre-employment checks are to be completed depending on the position's responsibilities and level within the organisation. Roles that are authorised to deal in derivatives or who are in a position to influence transactions must complete specific checks as outlined in the CS Energy Anti-Money Laundering and Counter-Terrorism Financing Program Guideline (CS-LEGAL-06).

4.6.1 Reference checking

The Hiring Manager will conduct a minimum of two reference checks. Reference checking is used to validate selection findings on the preferred candidate/s. It is preferable that the referees are current managers of the candidate or the most recent previous managers available. Reference Check Form S1947 can be customised by Hiring Managers to incorporate specific questions on technical ability and behavioural attributes based on data collected during the recruitment process.

4.6.2 Compliance requirements

To confirm eligibility and compliance requirements are met, candidates are required to provide evidence of licences and qualifications. Where the position requires the appointee to act as a Financial Services Responsible Officer/Representative, a number of specific additional selection criteria must be met prior to appointment. These criteria are specified in the position's Role Purpose Statement.

4.6.3 Visa requirements

CS Energy acknowledges that to address labour and skill shortages it may from time-to-time source labour internationally to meet its business and operational objectives. In this case an appropriate working Visa is required. HR will facilitate this process.

4.7 Recommendation and Approval to Appoint

The final selection decision is determined by the integration of material observed and gathered throughout the recruitment process including pre-offer checking information.

A recommendation and justification to appoint is provided by the Hiring Manager with endorsement from the Talent Acquisition Specialist to the relevant delegated authority to offer the preferred candidate to the role.

In the event the salary to be offered to the preferred candidate is over the allocated remuneration for the role, the Hiring Manager is required to provide a business case seeking approval in accordance with CS-HR-60 prior to making any offer of employment.

4.8 Contract and Offer

Once the offer has been approved, the Hiring Manager will make a verbal offer of employment to the preferred candidate in accordance with the approval. This offer of employment is on the basis the candidate satisfactorily completes the Pre-Employment checks as per 4.10. The Talent Acquisition team will prepare the written Offer of Employment and provide it, along with the Role Purpose Statement, the Code of Conduct, and the National Employment Standards (NES) to the candidate for review and acceptance.

4.9 Acceptance of Offer

Upon receiving an offer of appointment, the candidate is required to provide their acceptance or notify their rejection of the offer within the timeframe specified in the offer of appointment. The prescribed timeframe commences from the date of the receipt of the offer.

Failure to respond within the prescribed timeframe will be considered as a rejection of the offer. In such cases CS Energy reserves the right to withdraw the offer and consider other candidates for the position.

The candidate's acceptance of the offer will be communicated in writing or through the designated method specified in the offer letter and serves as their full acceptance of the terms and conditions outlined in the offer.

4.10 Pre-Employment Checking

4.10.1 Health Assessments

Prior to commencement in the role candidate/s are required to undergo a medical/health examination to assess whether or not they are able to perform the inherent requirements of the role without an unacceptable level of risk to themselves or others. Refer to CS Energy Procedure CS-OHS-70 for Pre-Employment Health Assessments.

4.10.2 Probity Checks

Prior to commencement in the role the candidate is required to undergo a national police check and additional probity checks as required by the role and governing procedures.

4.11 Confirmation of Appointment

Upon satisfactory completion of pre-employment checks a commencement date will be confirmed by the Hiring Manager and the Talent Acquisition Specialist will progress the appointment through to onboarding in preparation for commencement. A minimum of five business days is required to initiate and complete onboarding activities prior to the date of commencement agreed.

The Hiring Manager is responsible for ensuring pre-commencement activities (including but not limited to the IT request, access forms, induction preparation, communication with team and key stakeholders) has been completed prior to the commencement date.

4.12 Rescind Offer of Appointment

In the event pre-employment checks are not satisfied, CS Energy reserves the right to rescind the offer of appointment. The Hiring Manager will verbally inform the candidate of CS Energy's determination to rescind the offer as soon as practicable following the receipt of the unsatisfactory checks in consultation with the Talent Acquisition Specialist.

4.13 Unsuccessful Applicants

The Hiring Manager provides feedback to all internal candidates and all unsuccessful interviewed applicants. Such feedback is to be constructive, based on the selection criteria for the role and delivered tactfully and respectfully. Additional feedback may be provided to the candidate by the relevant representative if requested and appropriate.

Definitions

Term	Definition
Hiring Manager	The immediate supervisor/manager of the position to be filled
Talent Acquisition Specialist	The Talent Acquisition team member supporting the hiring manager to fill the approved vacancy.

5 REFERENCES

Reference No	Reference Title	Author
	CS Energy Code of Conduct	CS Energy
B/D/12/18467	Standard - CS-HR-2 - Equal Employment Opportunity (EEO) and Appropriate Workplace Behaviour	CS Energy
B/D/11/30938	Procedure - CS-OHS-70 - Pre-Employment Health Assessments	CS Energy
B/D/13/37018	Form - S1947 - Reference Check	CS Energy

6 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of registered documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.