



**Australian Government**

# **BSBHRM525 Manage recruitment and onboarding**

**Release: 1**

# BSBHRM525 Manage recruitment and onboarding

## Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

## Application

This unit describes the skills and knowledge required to manage all aspects of recruitment and onboarding processes according to organisational policies and procedures.

The unit applies to individuals who take responsibility for managing aspects of recruiting, selecting new staff and orientating those staff in their new positions. The individual may be directly involved in the recruitment processes themselves or coordinating the process.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Unit Sector

Technical Skills – Human Resources

## Elements and Performance Criteria

| ELEMENT                                                       | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>              | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1. Develop recruitment and onboarding policies and procedures | <ul style="list-style-type: none"><li>1.1 Identify existing recruitment and onboarding policies and procedures</li><li>1.2 Assess options for technology to improve efficiency and effectiveness of recruitment process</li><li>1.3 Update existing policies and procedures according to organisational requirements</li><li>1.4 Obtain support for policies and procedures from relevant stakeholders</li><li>1.5 Create forms and documents supporting policies and procedures and make adjustments, where required</li><li>1.6 Communicate policies and procedures to relevant staff and provide training, where required</li></ul> |

| ELEMENT                       | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Manage recruitment process | <ul style="list-style-type: none"><li>2.1 Determine future human resource requirements in collaboration with relevant stakeholders</li><li>2.2 Ensure current position descriptors for vacancies are used by relevant stakeholders involved in recruitment and onboarding processes</li><li>2.3 Ensure advertising of vacant positions complies with legislation and organisational policies and procedures</li><li>2.4 Consult and use specialists, where required</li><li>2.5 Ensure selection procedures are according to legislation and organisational policies and procedures</li><li>2.6 Ensure processes for advising applicants of selection outcome are followed</li><li>2.7 Ensure job offers and contracts of employment are prepared and provided promptly, and new appointments are provided with relevant advice</li></ul> |
| 3. Manage staff onboarding    | <ul style="list-style-type: none"><li>3.1 Provide access to training and support to relevant stakeholders</li><li>3.2 Ensure onboarding processes are followed across the organisation</li><li>3.3 Oversee management of probationary employees and provide feedback until employment is confirmed or terminated</li><li>3.4 Collect feedback from participants and relevant stakeholders on onboarding process according to its objectives</li><li>3.5 Update onboarding policies and procedures according to feedback</li></ul>                                                                                                                                                                                                                                                                                                         |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| SKILL              | DESCRIPTION                                                                                                                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading            | <ul style="list-style-type: none"><li>• Critically evaluates and applies content from a range of complex texts to determine legislative and business requirements</li></ul>                                                                                        |
| Writing            | <ul style="list-style-type: none"><li>• Demonstrates clear writing skills by selecting appropriate conventions and by expressing precise meaning relevant to context and audience</li></ul>                                                                        |
| Oral Communication | <ul style="list-style-type: none"><li>• Draws on a repertoire of open questioning and active listening when seeking feedback from others</li><li>• Uses appropriate terminology and non-verbal features to present information and clarify understanding</li></ul> |

|                           |                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy                  | <ul style="list-style-type: none"><li>Analyses numerical information to determine employees' remuneration packages</li><li>Makes basic calculations to ensure work output is delivered in a timely manner</li></ul>                                                                                                                                                     |
| Initiative and enterprise | <ul style="list-style-type: none"><li>Develops or updates organisational policies to meet organisational objectives</li><li>Considers own role in terms of its contribution to broader goals of work environment</li><li>Analyses outcomes of decisions to identify improvement opportunities</li><li>Seeks expert advice and skills training, where required</li></ul> |
| Teamwork                  | <ul style="list-style-type: none"><li>Considers whether and how often others should be involved, using consultative or collaborative processes as an integral part of the decision-making process</li></ul>                                                                                                                                                             |
| Planning and organising   | <ul style="list-style-type: none"><li>Plans and implements tasks required to deliver timely outcomes, negotiating some key aspects with others</li><li>Monitors implementation of plans and adjusts as necessary</li></ul>                                                                                                                                              |

## Unit Mapping Information

Supersedes and is equivalent to BSBHRM506 Manage recruitment selection and induction processes.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>