



Australian Government

SIRXHRM001 Recruit, select and induct team members

Release: 1

SIRXHRM001 Recruit, select and induct team members

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify workplace recruitment needs and follow organisational recruitment processes to hire and induct new team members.

It applies to individuals working in frontline management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for others and decision making, and within established organisational policies and procedures.

The recruitment of staff is subject to the provisions of Equal Employment Opportunity (EEO) law.

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

Pre-requisite Unit

Nil

Competency Field

Human Resource Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Identify recruitment needs.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify recruitment needs based on analysis of current and future workforce requirements.
- 1.2. Consult relevant personnel and obtain approval for recruitment as required.
- 1.3. Access or develop position description for the vacant role.
- 1.4. Develop selection criteria for vacant role based on position description.

- 1.5.Advertise vacant position through appropriate channels as required.
2. Select retail talent.
 - 2.1.Review applications against selection criteria and short-list candidates.
 - 2.2.Conduct interviews with short-listed candidates in accordance with organisational policies and procedures.
 - 2.3.Adapt interview techniques to meet diversity needs of candidate as required.
 - 2.4.Check references, security clearances and personal documentation as required.
 - 2.5.Select new team member using selection criteria as the basis for selection, ensuring merit-based selection and adherence to EEO principles and law.
 - 2.6.Inform unsuccessful applicants of decision according to organisational policies and procedures.
 - 2.7.Make employment offers according to organisational policies and procedures.
 - 2.8.Develop accurate, clear and complete records of the selection process and its outcomes.
3. Induct new talent.
 - 3.1.Follow organisational induction process as required.
 - 3.2.Provide new team member with information and resources relevant to the role.
 - 3.3.Share organisational vision, mission and values with new team member.
 - 3.4.Arrange workplace specific and safety training prior to commencement of work.
 - 3.5.Provide ongoing opportunities for learning and development to ensure continuing competence in workplace requirements.
 - 3.6.Conduct review meetings at regular intervals during probationary period to provide feedback on performance.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret: • documents that outline organisational policies and procedures relevant to recruitment and induction of team members • unfamiliar plain English documents that describe workplace

laws, rights and responsibilities relevant to the recruitment and induction of team members.

Oral communication skills to: • effectively communicate workplace information during induction processes and check understanding of new team members.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRXHRM001 Recruit, select and induct team members

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational recruitment, selection and induction policies and procedures to address two organisational recruitment needs
- for the above recruitment needs:
 - develop selection criteria based on job descriptions
 - conduct fair and equitable interviews with at least one interview undertaken:
 - face-to-face
 - non face-to-face
 - make selections based on agreed criteria and organisational need
 - induct new team member into workplace
 - complete relevant recruitment documentation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
 - developing selection criteria
 - advertising vacant positions
 - interview and selection processes
 - induction process
 - recruitment documentation
 - roles and responsibilities of personnel involved in the recruitment and induction process
 - procedures for employment and referee checks
 - approval processes for recruitment of new personnel
- key aspects of equal employment opportunity employment (EEO) laws that impact recruitment and selection processes
- determining recruitment needs:
 - team member levels to deliver organisational needs
 - future skills and knowledge requirements

- forecasting team member turnover
- relevant industry job roles and associated:
 - employment status
 - work hours
 - qualifications and training requirements
 - salary rates
 - awards and industrial agreements
- key components of selection criteria:
 - qualifications
 - experience
 - fit with organisational culture
 - personal attributes
- commercial value in retaining retail talent:
 - cost of recruitment to replace
 - impact on team morale of turnover
 - avoid disruption to service delivery
- techniques for conducting interviews:
 - linking interview questions to selection criteria
 - interview styles
 - determining suitability to job role
- consideration of applicants with special needs relevant to recruitment and selection:
 - reasonable adjustments for interviews
 - provision of appropriate documentation
- techniques to improve retention of new team members.

Assessment Conditions

Skills must be demonstrated in:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
 - organisational policies and procedures for:
 - developing selection criteria
 - advertising vacant positions
 - interview and selection processes
 - induction process
 - recruitment documentation

- roles and responsibilities of personnel involved in the recruitment and induction process
- procedures for employment and referee checks
- approval processes for recruitment of new personnel
- equal opportunity and EEO legislation
- awards and agreements
- job descriptions
- recruitment, selection and induction materials
- job applicants with whom the individual can interact; these can be:
 - individuals in an industry workplace, or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>