

# Employing Staff

Helpful tips and information on hiring new employees





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# Table of Contents



Introduction

4

Guide to Employing Staff

5

Legal definition of employment

5

Points to consider beforehand

5

Workplace changes

5

Finances

5

Skills and training

6

Terms and conditions of employment

7

Job advertising

8

Checks and balances

9

Interviewing process

11

Forms and licenses

12

Helpful Resources

12



# Introduction

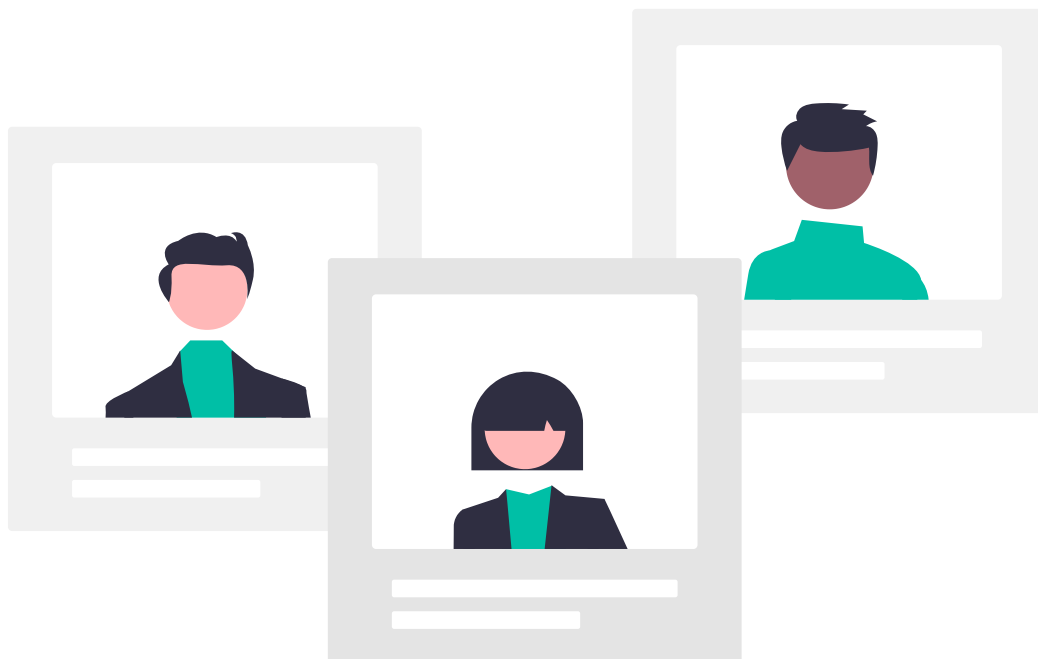
Hiring a new staff member and are unsure or uncomfortable with the process?

If so, you are not alone. For many who are hiring staff for the first time, it can be an overwhelming task, however it doesn't have to be complicated!

All employers and businesses are required to ensure that they meet their obligations under the Australian employment legislation when hiring new staff members.

This guide aims to give you an overview of the key aspects for hiring staff, including tips and points to consider along the way.

So read ahead for our guide on employing staff!



If you would like to learn more about how we can assist you with your HR needs for your business, book into a [30-minute consultation session](#) or contact us at [admin@epollardconsulting.com.au](mailto:admin@epollardconsulting.com.au)

Or visit our [website](#) to learn more.

## Legal consideration

An employment relationship forms when one person (the employee) agrees to perform work for another (the employer) on a full-time, part-time, or casual basis for some kind of payment (salary or wages).

The agreement can be verbal or in writing.



A written agreement has more protection for an employer than a verbal agreement.

## Before starting

Employing new people comes down to two main things: time and money.

There are a few important aspects you will need to consider before taking on a new employee. These things could be:

- your requirement to keep up-to-date with legislation at all times,
- working out the total costs that will be involved,
- determine if there will be improved productivity and a positive impact to profits,
- employee training and the time and supervision they will need.

## Workplace changes

You should also consider the possible changes to your workplace, such as updates to WHS, expanding the workplace, and any extra supervision that might be needed. Make sure to monitor the health and workplace conditions for anything that needs attention.



- Make sure you have enough cash reserves to meet wages and on-costs until your sales pick and up your new employee is fully productive.
- Look into government subsidies to offset some of the costs.
- Use your accountant's help.



## Finances

The preparation of a new operating budget and cash flow projection will be in order as there will be additional costs, both in costs that you will incur as an employer, and the additional revenue that will be generated from sales.

### 🔍 Some points to consider:

- Operating on-costs (employer-funded superannuation, workers' compensation insurance, and leave loading).
- Possible upgrades to your workplace to meet work, health and safety regulations, and codes.
- Employee set up costs (workstations, tools, manuals, equipment etc.).
- Employee training.
- Wages, allowances, overtime, penalty rates, and leave costs.



## Skills and training

Does your new employee require skills and training to toin the position? Thinking about what employee your business needs is essential. It's important to think about conditions such as age, professional standing, and experience.

Having a clear picture in your mind of the type of employee you need can help you when writing out your job advertisement so you can get the best person for the position.

### 🔍 Tips

- Think of the long-term outcomes by avoiding cheap solutions.
- Make lists of the skills and qualifications needed for the position.
- Look into the checks you may need to perform (e.g., health and physical).

### 🔍 Some points to consider:

- What skills does the prospective employee need? (technical, customer service, personal, etc.)
- Does the employee need any special physical characteristics to be able to perform as required?
- Does your new employee need a health check? (This could protect you from claims under workers' compensation.)
- Do they need previous training or qualifications?
- What level does the employee need to be at? (e.g., trainee, apprentice, or qualified?)

## Terms and conditions

The terms and conditions for employee staff are covered in the National Employment Standards (NES).

In addition to the NES, the majority of staff are covered by a Modern Award. There are very few exceptions to this.

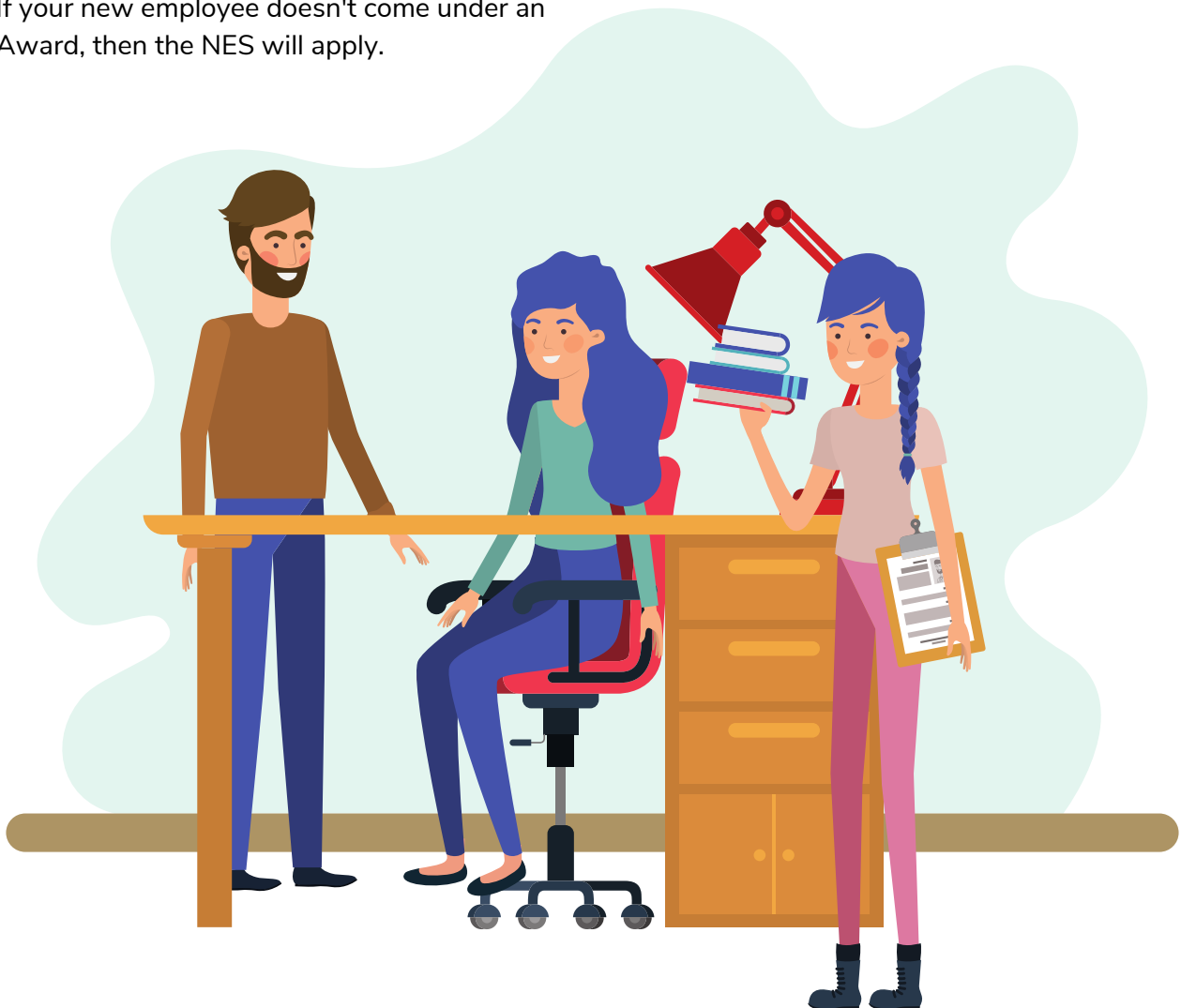
Make sure your advertisement and other information, such as contracts and handbooks, are accurate and in line with the terms and conditions of the specific Award.

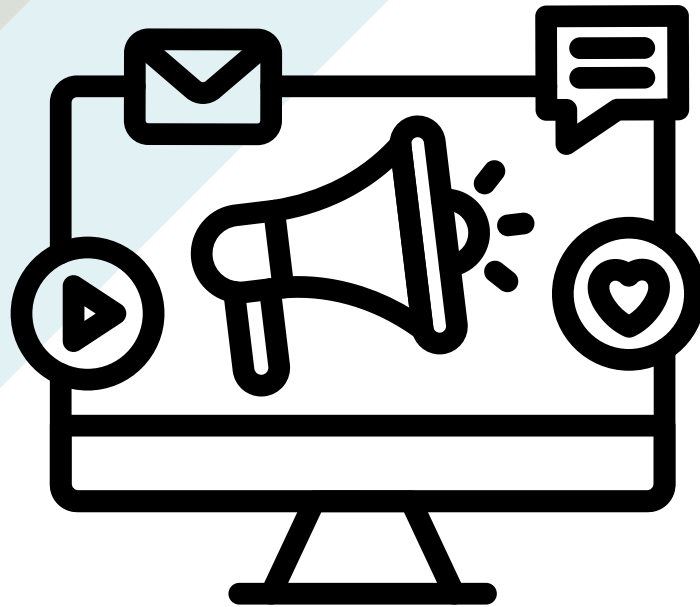
It is important that the correct Award is identified for the position and is explained to the employee before their employment commences.

If your new employee doesn't come under an Award, then the NES will apply.

## ☑ Tips

- Check the principles of enterprise bargaining with your trade or business association.
- Contemplate if a commission only arrangement applicable to your kind of employment.
- Think of any additional conditions or expectations specific to your business.
- Seek specialist advice when writing any additional conditions and have the employee sign them before their employment commences.





## Job advertising

Research competitors to get ideas of the salary you should be offering and of the competition in the market. Identify the gap in your business and the tasks that need attending to that aren't being undertaken by current employees.

There are many mediums you can use to advertise the job position, such as:

- Job advertising specific websites (e.g., Seek, Indeed, etc.),
- your business website and mailing list,
- direct mail to networks,
- social media (Facebook, LinkedIn, etc.),
- business or industry newsletters,
- trade journals,
- newspapers,
- university job boards.

When advertising, make sure to include details such as:

- wage details (remembering the minimum pay legislation),
- benefits of the job,
- location,
- start date (and end date if there is one),
- closing dates for applicants,
- details of a contact person,
- instructions on how to apply.

When you've received an application, let the candidate know their application has been received and that you will let them know if they've been short-listed.

It is courteous and respectful to let unsuccessful applicants know the outcome of their application. Doing this will set your business apart from many others (a vast majority of businesses do not provide feedback), and also gives the candidates closure. It shows them that they were still worth your time and avoids receiving negative feelings towards your business. This will increase the chances of applying for future openings.





### Checks and balances

Depending on the nature of the job, your staff may need to provide certain checks to be able to legally work with you.

Checks can be done by the individual or by the employer/organisation with the permission of the prospective employee.

Some checks are not legally required, such as vulnerable person-related checks, however, may be enforced by the employer if the prospective employee wants to secure the position.

Other checks, such as Working with Children checks and NDIS worker checks are legally required for any job in which the employee will be working with children or vulnerable people (e.g., disabled, aged, etc.).

### Screening checks (SA-based)

The Screening Unit performs 5 types of checks, including:

- Working with children checks (valid for 5 years).
- NDIS worker checks (valid for 5 years).
- Aged care sector employment (valid for 3 years).
- Vulnerable person-related employment (valid for 3 years. Not required if you have a WWCC or a NDIS worker check.)
- General employment probity (not required if you have a WWCC or a NDIS worker check).

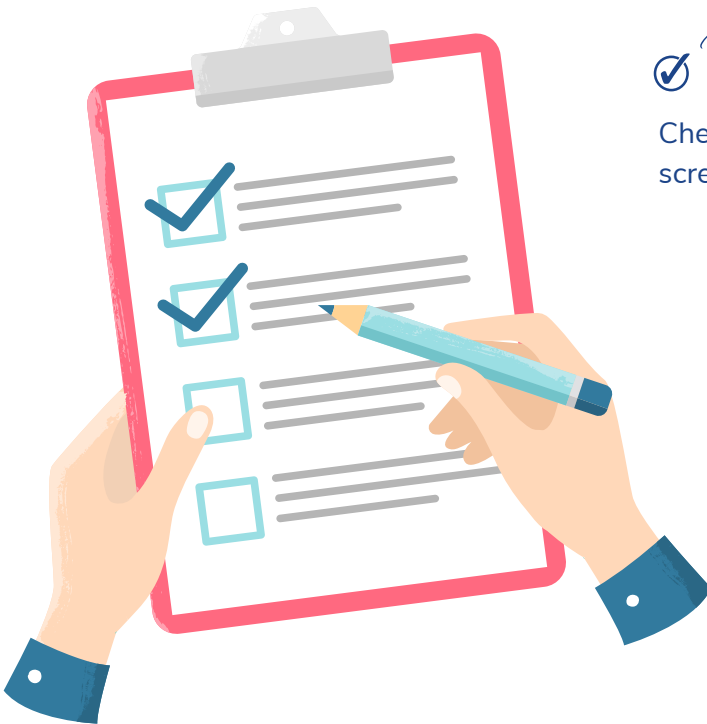
These checks are required for any job that is associated with children or vulnerable people and are used to assess the risk they pose to vulnerable people in their care. They can be obtained through the [Department of Human Services](#).

### ? Did you know?

Your employee can apply for multiple checks in one application.

### Tip

Check your state's laws on their respective screening checks.



### National Police Clearance Check

This check is required for 'sensitive' jobs, such as aged care and teaching, jobs that require the handling of money, or Government Department jobs, though as the employer, you may request these checks for your own reasons.

Volunteers may also need to provide a Police Clearance check, especially when working with vulnerable people.

These checks are obtained through [South Australia Police](#).

### ? Did you know?

South Australian volunteers working with approved Volunteer Organisation Authorisation Number (VOAN) organisations have their required National Police Check funded by the South Australian Government.

### ✓ Tip

Make sure your employee applies for a National Police Check with your own state's police force.

### Working Visa Check

Employees can check the [Visa Entitlement Verification Online system \(VEVO\)](#) to check their visa conditions to see if they are eligible to work or study within Australia.

This does not apply if they are already an Australian Citizen.

### ✓ Tip

Your employee can verify whether or not they already have a current check by signing into the relevant portals.

### ? Did you know?

Employers can base their employment decision on the outcome of their employee's checks.

It is an offence to engage an employee without the appropriate working Visa. It is up to the employer to do their due diligence through by checking the VEVO portal themselves.



## Interviewing process

Once your applicants have been short-listed, it is strongly recommended that they be interviewed to find out if they are the right fit for the job. Make sure to review credentials and applications carefully by having a list of your most desired characteristics, skills, experience, and qualifications from candidates.

It is also important to:

- prescreen candidates,
- ask the right job interview questions that suit you and your business's needs,
- check if they fit in your work culture and will grow with the business, develop new skills, and keep up with any changes,
- and check backgrounds and references.

Don't discriminate! It is unlawful to discriminate during the selection and interviewing process. Keep in mind that if you employ someone with a disability, you need to make sure your workplace is safe and accessible for them.

### ✓ Tips:

- There are many checklists, templates, and software online to help the hiring process. Always tailor them to your needs.
- Job offers can be verbal and informal, however it is recommended that they be in writing.
- Job offers can be negotiated, so keep in mind how much you're willing to negotiate and what are musts.
- The person you choose to join your business is not only there to fill the position, but to be a part of your business and work culture.
- Consider team feedback as part of your interviewing process.
- Have 1-2 suitable candidates in mind should the current chosen candidate decline the offer.
- A probation period may be wise to help your new employee settle and see if they fit in within your business.



## Forms and licenses

There are a list of forms that you must give your employee, and some licenses that may or may not apply to your business.

Documents that you may need are:

- Employment contract
- Taxation form
- Superannuation form
- Employee Details form
- Fair Work Information Statement (this is a requirement for every new employee to have)

Some workplaces also require employees to have specific licenses or permits. If your new employee does not have the required licenses, consider providing the training, or hiring them as a trainee or apprentice to obtain these licenses.

Casual employees are required to also have a copy of the Casual Employment Information Statement provided to them.



## Helpful Resources

For more helpful free resources, visit our website [www.epollardconsulting.com.au](http://www.epollardconsulting.com.au)

## Other Resources

- business.gov.au - <https://www.business.gov.au>
- Fair Work Commission - <https://www.fwc.gov.au/>
- Fair Work Ombudsman - <https://www.fairwork.gov.au/>
- SafeWork SA - <https://www.safework.sa.gov.au/>
- Skills SA - <https://www.skills.sa.gov.au/>

