

People Matters



Issue 16, April 2006

Welcome to the April edition. In this issue we discuss recruitment and retention – probably the issue we get asked about most frequently - and look at some of the changes brought in by Work Choices. We would also like to wish you all a Happy Easter and a safe and enjoyable long weekend!

Recruitment & Retention

With the increasing scarcity of labour in Australia recruiting new staff can sometimes seem a formidable task. And it is certainly time consuming. What can easily be forgotten is that improving retention can often help you avoid the need to recruit.

An exit interview will give information about why people leave – often it is the environment (culture and values) that is spoken of.

Promoting a safe, healthy and happy workplace is one of the best ways to keep good staff. Ensuring that OH&S is discussed with everyone helps your staff feel physically safe and comfortable. Promoting your Company's values – and walking the talk – can assist in meeting emotional needs (part of mental health) by helping everyone feel valued and respected.

The Code of Conduct/Policy Manual and our objective Appraisal

Work Choices

A quick highlight of some changes that impact us all:

- update payroll systems to reflect new minimum leave entitlement of two weeks paid personal leave for all employees
- keep time records – start, finish, total hours - for everyone, including senior managers
- employees can request that two weeks of annual leave be

process can assist as will our OH&S Manual and check lists.

Numerous studies show that when people also have a clear idea of their role and responsibilities, and receive adequate feedback - both positive and constructive - they are more likely to feel comfortable and satisfied in their position, and are less likely to leave.

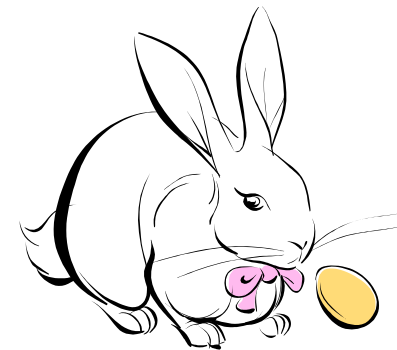
However when you do need to hire someone, ask questions and follow a standardised procedure to find out which candidate is right for your role – use the JOD™, the RSM, McQuaig profiling and our recruitment guide to assist.

Then ensure final candidates have a clear understanding of the role and your Company, so that there are no disappointments on either side.

paid out – although this can be refused

- two days unpaid carer's leave (per event) is available after personal leave has been used.

For those employing < 100 people ensure your harassment, discrimination and similar policies are understood by everyone as unfair dismissal is no longer an option for terminated staff.



Do you have a question you would like answered? Let us know - suggestions for topics are welcome.

If someone else in your business would be interested in People Matters let us know and we will forward a copy to them.

