

People Matters

March 2008

PD News

This month we are joined by a new member to the PD team—Emma—who will be joining us from Monday to Wednesday as PA to Laura. We extend a very warm welcome to Emma and hope she enjoys her new role here with us.

This issue we continue our series on the 'Top Six Worries Managers Have' with the third matter of recruitment.

Issue #3: The quest for 'The One'



Whether companies choose to recruit independently or enlist the services of an agency, the process of finding new staff members can be lengthy and difficult.

Finding the right person for the role and the organisation is a complex process and the current skills shortage in Australia means additional issues for recruitment. However, the pressures of hiring can be reduced significantly through careful planning and effective recruitment processes.

Organisations can be proactive in seeking candidates by regularly accessing databases and keeping an eye open. Personal and professional referrals from existing staff and clients can also be a valuable source of talent with the additional advantage of an acknowledged recommendation. This process must be carefully handled to avoid any conflict of interest.



Staff members who have left the company may also be interested in returning for new opportunities, so it pays to stay in touch.

A variety of recruitment tools can also be used, including advertising using the appropriate media and the use of job-candidate match tests for screening purposes.

Aside from recruitment tools and processes, a focus should also be on retention. It is important to be open and honest when taking on new staff members. Any promises made need to be kept and it is vital to ensure that the candidate is fully aware of the expectations and values of the company.



People Dynamics specialises in providing tools and services to organisations looking to recruit, as well as offering advice and assistance for staff satisfaction and retention. Please contact us on 9510 3740 for further information.

Legal Update

Are your workers accruing their entitlements correctly? Some older versions of accounting software can be calculating personal and annual leave entitlements incorrectly. A quick glance at the system will ensure that all employees are receiving the correct amount of leave. Should you have any doubts, the Australian Fair Pay and Conditions Standard Fact Sheet outlines all the relevant information in detail:

http://www.oea.gov.au/docs/EMPLOYERS/128819_Conditions_Standard.pdf



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

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

T 03 9510 3740

F 03 9510 9206

Previous editions of People Matters are available on our [downloads page](#)