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Australian National University Student Media

HOW TO - HIRE AN EMPLOYEE

The Law

There are workplace laws that apply to all employees in the national workplace relations system. Before hiring a new employee make sure that you know about your responsibilities under the Fair Work Act 2009.

1. National Employment Standards that apply to all employees in the national system cover (note that many of these apply differently on different contracts eg. casual or full-time): -
 - a. Maximum weekly hours - 38 hours per week, plus reasonable additional hours
 - b. Requests for flexible working arrangements
 - c. Parental leave - up to 12 months unpaid leave per employee
 - d. Annual leave
 - e. Personal/carer's leave and compassionate leave
 - f. Community service leave
 - g. Long service leave
 - h. Public Holidays
 - i. Notice of termination and redundancy pay
 - j. Fair Work Information Statement - must be provided to all new employees
2. Awards and Agreements - In the case of ANU Student Media it is particularly important to familiarise yourself with the Enterprise Agreement covering all ANUSM staff.
3. Wages - Employees must be paid at least the minimum wage provided by the relevant Schedule in the Enterprise Agreement. Pay rates are based on an employee's duties and other factors like age and qualifications.
4. Record-keeping and pay slips - You need to keep written time and wage records. This shouldn't present a problem as employees will be taught to log time in Xero and payslips are automatically generated. All records including those related to the matters listed below need to be kept for at least seven years. Payslips need to be presented to employees within one day of paying wages. Although a huge amount of this work is done practically by the Financial Controller, it is important that the Board and particularly the Editor-in-Chief keeps a close eye on the maintenance of these records by regularly checking in and requesting updates or summaries.

Important info:

 - a. Information about the employee such as name, ABN, contract etc.

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- b. Pay
 - c. Overtime
 - d. Hours of work
 - e. Leave
 - f. Superannuation Contributions
 - g. Termination of employment
 - h. Agreements relation to employment
5. Discrimination - Discrimination in the workplace is illegal. Please see the ANU Student Media Workplace Anti-discrimination Policy for more details.
 6. Taxation and Superannuation - Employers need to meet tax obligations for all workers. This includes PAYG withholding and superannuation on behalf of their employees. Speak to the Financial Controller or contact the ATO if you have more detailed questions.
 7. Workplace health & safety and worker's compensation - This is often overlooked but incredibly important. As an employer, you are responsible for providing a healthy and safe working environment for your employees. This means a clean and safe work space!

Assess needs and formulate a job description

The next step in the hiring process is to assess ANUSM's current and future needs and define the role you want to fill. Consider carefully what you need from the person you intend to hire and develop a job description to match. Given that ANUSM has historically had very few staff, trust and initiative are very important characteristics for the organisation. Often staff will have to take the initiative to further the core aspects of their role without direct supervision or with minimal supervision, particularly in tumultuous times of Editor roll over.

Experience is also key. With few people capable of training and inducting staff, particularly in the administrative or office management area, it is important that staff hired have some knowledge of these basic tasks. Write out a detailed task list and consider the precise skills/qualifications that the ideal candidate will have.

When defining the role, think about the type of employee you need:

- Full time employees work 38 hours each week and have ongoing employment. They have a regular pattern of hours and can be asked to work additional hours if reasonable. Further, their consistent attendance at the office can stimulate the organisation's institutional memory.
- Part time employees are recommended to solidify a consistent weekly routine for Editors, sub-editors and the staff themselves. This eliminates the micro-management required of the Editor-in-Chief regarding hours each week.

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Advertisement

With a clear idea of the role you want to fill, you can then advertise the position. This means making sure that suitable applicants hear about the opportunity, find the job appealing and match it with their expectations, skills and experience. If you are looking for a student, social media is key including ANU specific job pages on Facebook. Advertise on the ANUSM website and also consider some of the following:

- Online job sites
- Social media
- Notice boards or shop windows (on campus)
- Woroni

Don't forget to ask applicants how they heard about the opportunity to gather some valuable data for future hiring processes.

Shortlisting and Interviews

Depending on the number of applications you get, it will likely help to create a shortlist of people to interview. The shortlisting process will help you identify the applicants whose skills and experience best match the role.

Once you have your shortlist, you can then prepare for your interviews. The interview process can be as formal or informal as you like. Ensure that you ask questions which focus on the skills and abilities which are relevant to the position. Avoid asking questions that are personal, intrusive or irrelevant to the role as they may be seen as inappropriate or discriminatory.

Some examples of important questions to ask:

- What specific experience do you have that would prepare you well for this role?
- Describe a time when you had juggle numerous demands from different people?
- Can you provide an example of how you are able to work unsupervised?
- How would you describe yourself?
- Do you have any questions for us about the role?
- When are you able to start and are you comfortable with the suggested workload?
- NB. Scenarios can also be enlightening!

Offer of employment, Contract and Supplementary Materials

Once you have chosen someone, contact them to offer them the job but ensure it is followed up in writing with a letter of offer and the contract attached.

Contact the Legal team at ANUSA to have them draw up the employment contract in advance so

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that when you offer the position to someone you can simply fill out the personal information and send it straight through.

Remember to also send through a copy of all relevant company policies, TFN declarations, superannuation details and a copy of the ANU Enterprise Agreement under which they fall (if they do).

Induction

A good induction can go a long way in establishing the right working environment and relationship with your new employee. Some things that should go into this:

- An overview of the organisation
- An explanation of the employee's role and responsibilities
- A formal read through of all relevant policies and have them initial the bottom of each one!
- An explanation of payroll
- An overview of the workplace health and safety procedures, including fire and evacuation procedures
- Any handover materials
- Passwords to access desktops
- Security access
- A tour around the office, particularly first aid kit, bathroom, kitchen, phones, Dropbox, email setup etc.

Procedure Details

This procedure was adopted by ANU Student Media on 23/01/2017.

This procedure was last updated on 23/01/2017.