



# Master Recruitment & Selection

Your complete guide to finding and hiring the right talent in New Zealand



# The Two-Step Hiring Process

## Recruitment

Attract a quality pool of candidates through strategic advertising and networking

## Selection

Choose the best fit using interviews, tests, and thorough reference checks

Getting it right saves time and money. Poor hiring leads to performance issues and costly rehiring.



# Start with Exit Interviews

01

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## **Understand the Role**

Ask departing employees what the job truly involves

02

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## **Gather Honest Feedback**

Learn what attracted them and why they're leaving

03

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## **Prevent Grievances**

Address workplace issues before employees depart

# Legal Requirements You Must Know

## **Human Rights Act 1993**

No discrimination in job adverts or interviews. Focus on job-relevant skills only.

## **Privacy Act 2020**

Only collect relevant information. Inform candidates why you need it and who accesses it.

## **Fair Trading Act 1986**

Job adverts must accurately reflect the role. Don't mislead applicants.

## **Health & Safety at Work Act 2015**

Ask about health issues affecting job performance. Request medical reports when relevant.

# Selection Tools That Work

## Application Forms

Only ask job-relevant questions. Verify all information provided.

## Interviews

Use open questions starting with What, Why, How. Avoid discriminatory topics.

## Pre-Employment Tests

Test relevant skills before offering employment. Ensure tests aren't indirectly discriminatory.

## Reference Checks

Never delegate this. Confirm performance, reliability, and honesty directly.

# Making the Offer

1

## **Provide Written Agreement**

Include all terms and conditions clearly

2

## **Allow Time for Advice**

Employee entitled to seek independent legal counsel

3

## **Negotiate Terms**

Discuss and finalise all conditions before start date

4

## **Sign Agreement**

Both parties sign before employment begins



Trial periods up to 90 days now available for all employers since 23 December 2023

# Set Your New Hire Up for Success

Strong induction reduces turnover and builds commitment

## **Welcome & Introduce**

Meet the team, tour facilities, provide keys and passes

## **Share Policies**

Cover safety, hours, pay, leave, and company rules

## **Assign Support**

Designate supervisor for ongoing guidance and questions

**Need expert guidance?** Contact HR Unlocked at [lisa@hrunlocked.co](mailto:lisa@hrunlocked.co)