



Workplace Law Queensland has invaluable experience in all aspects of employment and industrial law. Our Gold Coast and Brisbane lawyers work closely with clients to achieve optimum solutions.

Recruitment Update

Recent studies indicate that failed recruitments (dismissed as unsuitable or early resignation after appointment) cost between half to two-thirds of that employee's annual salary. These costs include job advertising, consultant/recruitment fees, and indirect costs of time spent reviewing resumes, interviewing, conducting inductions and training and the loss of productivity as the new employee learns the job.

Accordingly, it is clear that employers need to make sure that their recruitment processes are carefully considered and well-planned to ensure a successful recruitment outcome.

Practical Tips

- Ensure your job advertisement is well worded without infringing anti-discrimination legislation by profiling the position to be filled and not the type of employee sought. Where possible, provide access to a comprehensive job description that clearly identifies the necessary qualifications, experience, and performance requirements for the advertised role.
- For unsuccessful applicants, consider providing a polite, non-descript letter advising the applicant that they have been unsuccessful (however provision of any form of reason for this decision is extremely unwise and can be used as evidence of discrimination).
- Ensure all short-listed applicants complete an employment application form as part of the recruitment procedure. This form can conveniently and legally seek certain information in a structured way when an unstructured interview question seeking the same information could be discriminatory. Ensure the form is fully completed and make it clear that any false statement in the form will constitute grounds for dismissal once discovered to deter misrepresentations being made to secure the position.
- A structured approach to the interview process is essential as it ensures that all applicants are treated identically and equally.
- Reference checking is essential and should be structured.
- If appropriate, a pre-employment medical should be completed (essential for heavy manual work and noisy workplaces).
- Inductions are essential. It is an employer's duty of care to ensure that employees are provided with a safe workplace and safe systems of work. Young workers should be given special attention.
- Avoid misunderstandings and disputes by fully documenting the recruitment process.

Remember, recruitment processes form an essential part of your business and the importance placed on the recruitment process should never be underestimated! If you have ANY uncertainties, always seek independent legal advice before you proceed.



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