



March 2010

Hiring New Staff

Over recent months many Members have contacted NECA concerning problem employees who basically would not have been engaged, had relevant pre-employment checks occurred.

Below is a list of the most basic information that should be obtained of a prospective employee prior to their engagement.

- Name, address and telephone number.
- Current drivers licence sighted.
- Australian work status/visa sighted.
- Details of prior employment sighted.
- Details of qualifications/skills sighted (including currency of electrical licence).
- Details of any current or previous injuries, conditions or restrictions which may affect work performance.
- Proof of attainment of prior hours/service.
- Written references and/or verbal referees.

Members should ensure to double check references and referees by telephone, as well as the validity of an employees drivers licence with the Roads and Traffic Authority. It is advisable to have a detailed Company-specific policy, which deals with the use of Company vehicles, both during and outside of normal working hours.

Upon engagement, every employee should be issued with an appropriate letter of appointment clearly setting out the terms and conditions of their employment. This is just a basic overview of the key items that need to be addressed when employing someone.

Members should contact the NECA's Employee Relations Department should they require any assistance in relation to the above.