

Recruitment Policy

General Policy Objectives

CAD Group is an Electrical, Mechanical and Process Engineering Company specialising in servicing the resource sectors of Australia.

CAD Group is committed to providing our Clients the most suitable, stable and dedicated workforce, in order to service all of our requirements with regards to safety, quality and value.

We believe that all staff and employees perform an equally valuable role within the company and therefore follow a stringent selection process to fill all required positions.

Strategies of success

The Company considers successful recruitment will be achieved and maintained through:

- Providing a fully detailed job description incorporating all necessary training and experience associated with the job at the time of recruitment drive/advertisement.
- Consider all suited, current employees for promotional positions throughout the recruitment process.
- Review and assess all submitted applications throughout the selection process.
- Perform reference checks (minimum 2 off) from previous employers, (if applicable), as well as face to face interview (where practical) with the applicant throughout the assessment and selection process.
- Final selection will be based on the most suited applicant for the position with consideration to experience, training, attitude and commitment to which they can support their role with.
- Provide the new employee with additional training and experience to ensure they will exceed their position requirements.

Application

CAD Group will implement, review and maintain these systems, inclusive of standards, policies and procedures. These standards will be monitored regularly to ensure their integrity and effectiveness

This policy applies to all staff, employees and applicants throughout the CAD Group Pty Ltd recruitment process.

Authorised by;



Chuck Powell
Managing Director
CAD Group Pty Ltd

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