



Document Library 2024

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Checklists, Forms and Flowcharts					
Document title	Document Description	Free	Starter	Standard	Premium
HR Procedure Flowcharts					
Grievance Resolution Flowchart	The HR Expert Australia grievance resolution flowchart is used to effectively manage the step by step employee grievance procedure in the workplace.	0	1	1	1
Notification of Injury Flowchart	The HR Expert Australia notification of injury flowchart outlines the steps to follow in the instance of an employee injury at the workplace.	0	0	1	1
Workers Compensation Injury Notification Flowchart	The HR Expert Australia Workers Compensation Injury Notification Flowchart suggests the steps to follow in the instance of an employee injury at work resulting in a workers compensation claim.	0	0	1	1
Injury Notification Flowchart	The HR Expert Australia Injury Notification Flowchart outlines the steps to follow in the instance of an employee injury or incident in the workplace.	0	0	1	1
Discipline & Termination Flowchart	The HR Expert Australia Discipline & Termination Flowchart details the discipline, warning and termination process in an easy to follow, step by step process.	0	0	0	1
No Show And Unauthorised Absence Flowchart	The HR Expert Australia No Show And Unauthorised Absence Flowchart details the steps an employer should take when handling an unauthorised work absence.	0	0	0	1
Handling an Employee Grievance Flowchart	The HR Expert Australia Handling an Employee Grievance Flowchart details the steps to take when handling an employee grievance in the workplace.	0	0	0	1
Probation Dismissal Flowchart	The HR Expert Australia Probation Dismissal Flowchart details the best practice stages to follow when a new employee is not working out in their probation period.	0	0	0	1
Recruitment Flowchart	The HR Expert Australia Recruitment Flowchart lists all the steps to follow when conducting the recruitment process.	0	0	0	1
Reference Check Flowchart	The HR Expert Australia Reference Check Flowchart details the reference check process prior to an offer of employment.	0	0	0	1
HR Forms					

Leave Request Form	This form is for employees to use when applying to take leave from the workplace, including annual leave, unpaid leave, community service leave or long service leave or when returning from <u>personal / carer's leave.</u>	1	1	1	1
Letter of Employment (Statement of Service)	A Letter of Employment (also known as a Statement of Service) is a simple document which confirms that an employee is/was employed and provides brief details regarding their <u>employment.</u>	0	1	1	1
Internal Training Request Form	This form is to be completed by team members requesting to attend an internal training course.	0	1	1	1
Grievance Report Form	Use this grievance report form to capture all the required information from the complainant.	0	1	1	1
Time in Lieu Record Form	This form is to be completed to record time in lieu accrued and taken.	0	1	1	1
Employee of the Month Nomination Form	Template Employee of the Month Nomination Form aligned to company values.	0	0	1	1
Flexible Working					
Letter Approving Trial Period of Flexible Working Arrangement	The HR Expert Australia letter approving a trial period of flexible working arrangement template is used to respond to a request for flexible working arrangements under an initial trial period to <u>assess the arrangement first.</u>	0	0	0	1
Letter Refusing a Request for Flexible Work Arrangements	This template letter is used to refuse a request for flexible work arrangements by employers that are required to respond in writing when refusing an employees request for flexible working <u>arrangements.</u>	0	0	0	1
Letter Approving Flexible Working Arrangement	The HR Expert Australia Letter Approving Flexible Working Arrangement template is used by employers to accept and confirm a request for flexible working arrangements in writing.	0	0	0	1
Employment Letters					
Letter to Employee Advising of Stand Down	As an employer, you may stand down staff temporarily if they can't continue to be usefully employed because of reasons beyond your control – in the current climate it is due to the impact of the COVID-19 pandemic. It means the business can implement a stoppage of work and stop all or some employees working and being paid, but they're still employed by the company and have entitlements. Stand down is different from making a person redundant or being terminated.	0	1	1	1
HR Checklists					
Grievance Resolution Checklist	The HR Expert Australia Grievance Resolution Checklist is used to effectively manage employee <u>grievances and disputes in the workplace.</u>	0	1	1	1
New Employee Onboarding Checklist	HR Expert Australia's onboarding checklist template for supervisors will ensure you stay legal and compliant whilst covering off everything crucial in the onboarding process. From before the new employee begins, through to their first month on the job, to the completion of the first year <u>successfully. Download your copy today.</u>	1	1	1	1
Recruitment Checklist Template	Hiring new talent for your organisation is as easy or difficult as the process you follow when recruiting. Since one bad hire is enough to induce a serious amount of pain, it's essential to lay <u>down your recruitment process carefully.</u>	0	0	1	1
Selection Panel Checklist	Selection panel checklist of responsibilities. The selection panel template includes a full list of important tasks that selection panel members are expected to carry out during the hiring process.	0	0	1	1
Hazard Checklist	The HR Expert Australia hazard checklist , also known as a hazard assessment form, is a tool used by safety officers in performing hazard assessments.	0	0	1	1

Implementing a Drug and Alcohol Policy Checklist	The HR Expert Australia Implementing a Drug and Alcohol Policy Checklist will guide you through the essential steps to follow when implementing a drug and alcohol policy in your workplace.	0	1	1	1
		2	10	17	26
Discipline & Termination					
Document title	Document Description	Free	Starter	Standard	Premium
Internal Investigation Template Documents					
Discipline & Termination Flowchart	The HR Expert Australia Discipline & Termination Flowchart details the discipline, warning and termination process in an easy to follow, step by step process.	0	0	0	1
Template - Investigation Report	Investigation report template to capture investigation findings.	0	0	0	1
Template - Record of Interview	Record of Interview Template to capture all meeting minutes.	0	0	0	1
Letter to Complainant Regarding Investigation Outcome	HR Expert Australia template letter to the Complainant Regarding an Investigation Outcome.	0	0	0	1
Letter to Respondent Regarding Investigation Outcome	HR Expert Australia template letter to the Respondent Regarding Investigation Outcome.	0	0	0	1
Letter to Witness Regarding Workplace Investigation	Template Letter to a Witness Regarding a Workplace Investigation that they are required to participate in due to their employment.	0	0	0	1
Letter to Respondent Enclosing Summary of Allegations	HR Expert Australia template letter to the Respondent Enclosing Summary of Allegations.	0	0	0	1
Letter to Respondent Regarding Workplace Investigation	HR Expert Australia template letter to the Respondent Regarding Workplace Investigation.	0	0	0	1
Letter to Complainant Regarding Workplace Investigation	HR Expert Australia template letter to the Complainant Regarding the Workplace Investigation.	0	0	0	1
Internal Investigation Interview Protocol Template	The Internal Investigation Interview Protocol Template provides both the interviewee and the interviewer the opportunity to sign off and agree to the protocols surrounding the investigation process.	0	0	0	1
Managing Investigations Guidance Notes	The Managing Investigations Guidance Notes aim to provide a framework which will assist managers to carry out any internal formal investigation process fairly and consistently	0	0	0	1
Abandonment of Employment					
Abandonment of Employment Request to Contact Letter	An employee may be taken to have abandoned their employment if they simply 'walk off the job' or fail to return to work after a period of authorised leave. Use the HR Expert Australia request to contact letter/email template prior to any termination.	1	1	1	1
Abandonment of Employment Termination Letter	The HR Expert Australia abandonment of employment termination letter is to confirm the employer has concluded that the employee no longer intends to be bound by the employment agreement due to abandonment of employment and has been terminated.	1	1	1	1
Misconduct and Poor Performance Template Documents					
Template - Performance Improvement Plan	Template to document an employee Performance Improvement Plan	0	0	0	1
Letter to Employee - Request to Attend Meeting Regarding Proposed Dismissal (Summary Dismissal)	Template letter requesting an employee attend a meeting regarding their proposed dismissal (summary/instant dismissal) from the Company.	0	0	0	1
Letter to Employee - Request to Attend Meeting Regarding Proposed Dismissal (For cause)	Template Letter requesting an employee to attend a meeting regarding their proposed dismissal (for cause) from the Company	0	0	0	1
Letter to Employee - Final Written Warning Regarding Unacceptable Conduct or Performance	Template Letter confirming to an employee that they have been issued a final written warning regarding unacceptable conduct or performance in the workplace.	0	0	0	1
Letter to Employee - First or Second Written Warning Regarding Unacceptable Conduct or Performance	Template written warning letter confirming the issue of a first or final second written warning in relation to unacceptable conduct or performance in the workplace.	0	0	0	1

Letter to Employee - Verbal Warning Regarding Unacceptable Conduct or Performance	Verbal warning template letter confirming that a verbal warning has been issued to an employee regarding unacceptable conduct or performance in the workplace.	0	0	0	1
Letter to Employee - Invite to a Discipline Hearing Meeting (Performance or Misconduct)	Template letter inviting an employee to a discipline hearing meeting for either performance or misconduct issues.	0	0	0	1
Letter to Employee - Request to Attend Investigation Interview (Performance)	Template Letter requesting an employee to attend an investigation interview following allegations of a performance issue.	0	0	0	1
Letter to Employee - Request to Attend Investigation Interview (Misconduct)	Template letter requesting an employee to attend an investigation interview following allegations of misconduct	0	0	0	1
Template - File Note to Document Conduct or Performance Issues	File Note template to document Conduct or Performance issues that can be saved or placed on an employee file	0	0	0	1
Letter to Employee - Letter of Concern Following Performance Counselling (No Warning)	Template Letter documenting management concerns following Performance Counselling meeting (No Warning).	0	0	0	1
Letter to Employee - Performance Counselling Outcome Confirmation	Template Letter from the employer to the employee confirming the outcome and action required after a Performance Counselling meeting.	0	0	0	1
Letter to Employee - Invitation to a Performance Counselling Session	Template Letter to be used when inviting an employee to attend a Performance Counselling Session.	0	0	0	1
		2	2	2	26
Document title	Document Description	Free	Starter	Standard	Premium
How to Guides					
Diversity & Inclusion					
How To Measure Diversity & Inclusion for Maximum Impact	Measuring your effectiveness in D&I is essential to determine if you are hitting intended objectives and to assess where calibrations should be made going forward.	0	1	1	1
Recruitment & Selection					
How To Write a Job Description	A Job Description provides applicants and ultimately employees with a clear description of what is expected of them in a particular role.	0	1	1	1
Orientation & Onboarding					
How To Write an Orientation Process	The orientation process is an effective and consistent way of welcoming new employees without missing any details.	0	1	1	1
Strategy & Planning					
How to Conduct a PESTLE Analysis	A PESTLE analysis is a useful tool for understanding the 'big picture' of the environment in which an organisation is operating.	0	1	1	1
How to Conduct a SWOT Analysis	A SWOT analysis is a planning tool used to understand the Strengths, Weaknesses, Opportunities, and Threats involved in a project or in a business.	0	1	1	1
Employment Contract Changes					
How To Change Terms of an Employment Contract	Employers should be aware that changing an employee's contract of employment without the employee's consent could be seen as a termination or breach of the original contract.	0	1	1	1
Performance Management					
How To Manage Employee Performance	This How To Guide establishes guidelines for managers to follow so performance problems are addressed fairly and consistently.	1	1	1	1
Termination of Employment Information Sheet	This Termination of Employment Information Sheet provides a comprehensive information in relation to terminating an employee and highlights the many legal risks associated.	0	1	1	1
Industrial Relations					

How To Make an Enterprise Agreement	Enterprise agreement making is at the forefront of the new Federal workplace relations system. This How To guide establishes guidelines for managers to follow.	0	1	1	1
How To Work With Unions Under the Fair Work Act	Under the Fair Work Act 2009 all employees have the right to belong, or not belong, to a trade union. This How To guide details how to work with unions.	0	1	1	1
How to Make an Employee Redundant	This Redundancy Information Sheet provides a comprehensive information in relation to terminating an employee due to redundancy.	0	1	1	1
How To Implement Workplace Policies and Procedures	One of the main purposes of a workplace policy is to communicate to employees what is your company standard and how they should behave or perform.	0	1	1	1
Attendance & Absence					
How to Manage Personal, Carer's & Compassionate Leave	Personal/carer's leave is one of the ten National Employment Standards (NES). This How To Guide establishes guidelines for managers to follow when employees require this leave.	0	1	1	1
Total		1	13	13	
Document title	Document Description	Free	Starter	Standard	Premium
Orientation and Onboarding					
How To					
How To Write an Orientation Process	The orientation process is an effective and consistent way of welcoming new employees without missing any details.	0	1	1	1
New Employee Welcome					
New Employee Announcement Template	The New Employee Announcement Template is used to introduce the new employee to their new co-workers. It provides an opportunity for you to tell current employees about the new employee and to share their skills and experience. Click here for more.	0	0	0	1
New Employee Welcome Letter	The new Employee Welcome Letter is designed to welcome your new employee to your organisation. They are generally emailed to the new employee by the employee's manager, or sent by post with a small welcome gift for that added WOW.	0	0	0	1
Onboarding Tools					
New Employee Onboarding Checklist	HR Expert Australia's onboarding checklist template for supervisors will ensure you stay legal and compliant whilst covering off everything crucial in the onboarding process. From before the new employee begins, through to their first month on the job, to the completion of the first year successfully. Download your copy today.	1	1	1	1
Managing Staff Inductions - Line Manager Guide	This guide has been developed to assist line managers to you play a vital role in welcoming and introducing new staff to your workplace and providing the necessary information and support.	0	1	1	1
Orientation Tools					
Why, What, Who and When of New Employee Induction	<div>Guidelines on the Why, What, Who and When of New Employee Induction</div>	0	1	1	1
Total		1	4	4	6
Document title	Document Description	Free	Starter	Standard	Premium
Pay, Reward & Recognition					
Tenure (Long Service)					
Long Service Recognition Appreciation Letter	Template letter to recognise and reward long service to the company.	0	0	0	1
Long Service Recognition Certificate	Template certificate to recognise and reward long service to the company.	0	0	0	1
Employee Pay					
Salary Increase Confirmation Letter	<div>The Salary Increase Confirmation Letter Template is used to confirm an increase in base pay and the total remuneration package from the employer to the employee.</div>	0	1	1	1

No Salary Increase (Pay Remains the Same) Confirmation Letter	<div>Template letter to an employee confirming No Salary Increase.</div>	0	1	1	1
Salary Sacrifice Agreement Letter Template	A salary sacrifice involves an employee giving up a right to receive part of their cash salary in exchange for a defined non-cash benefit. The salary sacrifice agreement letter (request to make ongoing reductions from pay) comes in two parts. Part one is the confirmation of the agreement from the employer to the employee which also sets out the terms and conditions of the agreement, and part two is the request form from the employee to the employer confirming their agreement to the salary sacrifice arrangement (also sometimes known as an optional remuneration arrangement).	0	1	1	1
Bonus & Incentives					
Overview of Bonus Scheme – Example	Example organisational bonus scheme.	0	1	1	1
Bonus Payment Confirmation Letter	<div>Letter confirming bonus amount to be paid to an employee.</div>	0	1	1	1
Recognition					
Reward and Recognition Ideas Factsheet	There are many ways to provide employees with both informal and formal rewards and recognition. This is not an exhaustive list but will get you thinking what is best for your organisation.	0	1	1	1
Employee of the Month Nomination Form	Template Employee of the Month Nomination Form aligned to company values.	0	0	1	1
Employee of the Month Recognition Letter	Template letter to be issued to Employee of the Month award recipient.	0	0	0	1
Employee of the Year Recognition Letter	Template letter to be issued to Employee of the Year award recipient.	0	0	0	1
Recognition Certificate Template	Template certificate for recognition award recipient.	0	0	0	1
Salary Survey					
Salary Survey Participation Letter	Letter to other company regarding salary survey participation.	0	1	1	1
Salary Survey Template	Blank salary survey template.	0	1	1	1
		0	8	9	14
Performance Management					
Document title	Document Description	Free	Starter	Standard	Premium
Company Rules					
Performance Management Policy	The purpose of this policy is to improve organisational, functional, team and individual performances. Effective performance management measures the progress being made towards the achievement of the organisation's business objectives.	0	1	1	1
Grievance Management					
Grievance Policy and Procedure	Grievances are concerns, problems or complaints that employees raise with their employer. The HR Expert Australia grievance procedure sets out the process that a company should follow when raising or handling a grievance at work.	1	1	1	1
Grievance Resolution Flowchart	The HR Expert Australia grievance resolution flowchart is used to effectively manage the step by step employee grievance procedure in the workplace.	0	1	1	1
Grievance Report Form	Use this grievance report form to capture all the required information from the complainant.	0	1	1	1
Grievance Investigation Process Letter	Letter to complainant regarding grievance investigation process.	0	1	1	1
Grievance Investigation Outcome Letter	Letter to complainant regarding grievance investigation outcome.	0	1	1	1
Grievance Resolution Checklist	The HR Expert Australia Grievance Resolution Checklist is used to effectively manage employee grievances and disputes in the workplace.	0	1	1	1
Handling an Employee Grievance Flowchart	The HR Expert Australia Handling an Employee Grievance Flowchart details the steps to take when handling an employee grievance in the workplace.	0	0	0	1
		1	7	7	8
Planning & Strategy					

Document title	Document Description	Free	Starter	Standard	Premium
How to Conduct a PESTLE Analysis	A PESTLE analysis is a useful tool for understanding the 'big picture' of the environment in which an organisation is operating.	0	1	1	1
How to Conduct a SWOT Analysis	A SWOT analysis is a planning tool used to understand the Strengths, Weaknesses, Opportunities, and Threats involved in a project or in a business.	0	1	1	1
Workforce Planning Guide	Workforce planning is about building a picture of the future and assessing what human resources will be necessary for the business to be successful.	0	1	1	1
SWOT Analysis Template	Use the SWOT analysis template to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or in a business venture.	0	1	1	1
Monthly Training Calendar Template	Template calendar to promote monthly training courses.	0	1	1	1
		0	5	5	5
Policies & Procedures					
Document title	Document Description	Free	Starter	Standard	Premium
How to Implement					
How To Implement Workplace Policies and Procedures	One of the main purposes of a workplace policy is to communicate to employees what is your company standard and how they should behave or perform.	0	1	1	1
Pay & Payroll					
Payroll Variations and Changes	This payroll policy and procedure is an essential guide for line managers to ensure all staff members are paid correctly and in a timely manner.	0	0	0	1
Payroll Leavers	Ensuring a terminated staff member is removed from the payroll system in a timely manner is a key management responsibility and may have serious financial implications on the organisation if this duty is neglected.	0	0	0	1
Payroll New Starters	Follow the steps in this payroll process for new starters to be set up in payroll. This process starts after a staff member has been offered a position at your organisation.	0	0	0	1
WHS					
Company WHS Policy Statement	This Policy Statement sets out the companies commitment to persons at its workplace in respect of Work Health Safety (WHS) and what it expects of employees, contractors and managers in order to ensure this commitment is achieved and legislative obligations discharged.	0	0	0	1
CSR Environment Policy Statement	This Policy Statement recognises the importance to customers and the wider community of implementing responsible environmental management systems at the corporate level into our day to day activities and long term transactions.	0	0	0	1
Employee Relations					
Working from Home Policy	This Working from Home policy sets out both the employee and line manager responsibilities, work health safety requirements and also contains a working from home schedule, a self-assessment checklist, a template agreement and an asset and equipment list.	0	0	0	1
Flexible Working Policy	This Flexible Working policy sets out both the employee and line manager responsibilities, defines who is entitled and eligible to apply, and how the employer will assess requests and make a decision. This example template policy provides Eligible employees (defined in this document) with a more generous framework for requesting flexible working arrangements than the https://www.fairwork.gov.au/employee-entitlements/national-employment-standards ("NES").	0	0	0	1
Conduct					

Code of Conduct	The Code of Conduct details the legal and ethical obligations and expectations of all staff to act in accordance with the expressed standards of conduct, integrity and accountability contained in <u>relevant legislation, Company policies and Agreements.</u>	0	1	1	1
Email, Telephone and Internet Policy	The purpose of this policy is to regulate and provide guidelines on the proper use of Corporate Email, Telephone and Internet facilities by Employees for their intended purposes without infringing legal requirements, policies or creating unnecessary business risk.	0	1	1	1
Confidential Information (Clean Desk) Policy	A clean desk policy is a corporate directive that specifies how employees should leave their working space when they leave the office. Most clean desk policies require employees to clear their desks of all papers at the end of the day.	0	0	1	1
Social Activities Policy	The purpose of this policy is to regulate and provide guidelines on employee behaviour during company social activities. The company expects all staff to remain professional and respectful of their fellow colleagues, clients, suppliers and customers at all times.	0	0	0	1
Appearance and Behaviour Policy	The purpose of this policy is to regulate and provide guidelines on standards of appearance and behaviour in the workplace.	0	0	0	1
Performance Management					
Performance Management Policy	The purpose of this policy is to improve organisational, functional, team and individual performances. Effective performance management measures the progress being made towards <u>the achievement of the organisation's business objectives.</u>	0	1	1	1
Grievance Policy and Procedure	Grievances are concerns, problems or complaints that employees raise with their employer. The HR Expert Australia grievance procedure sets out the process that a company should follow when <u>raising or handling a grievance at work.</u>	1	1	1	1
Probation Review & Probation Dismissal Policy	This policy sets out how to manage the probation period and how to terminate when things don't work out. Employment contracts will often contain provisions for a probationary period – an initial period of service during which time both you and the employee can decide whether you want the <u>employment to continue</u>	0	0	0	1
Workplace Bullying Policy	Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. This policy aims to protect <u>organisations from bullying in the workplace.</u>	0	0	0	1
No Show and Unauthorised Absence Policy	This policy sets out to regulate and provide guidelines where an employee is absent from duty and <u>leave was not authorised.</u>	0	0	0	1
Discipline & Termination Policy	Termination is when an employee's employment with an employer ends. This policy sets out to <u>regulate and provide guidelines on discipline and termination of employment.</u>	0	0	0	1
Resourcing & Development					
Recruitment Policy	The HR Expert Australia recruitment policy provides a framework, structure and standard for all company hiring managers engaged in the recruitment and selection of new employees.	1	1	1	1
Recruitment Approval Policy	Recruitment approval is used to initiate the recruitment and selection process. The recruitment approval process should include authorisation by all levels of management and once authorisation has been confirmed by Human Resources, the recruitment and selection process can commence.	0	0	0	1
Redundancy Policy	The redundancy policy sets out the conditions under which employees can be made redundant and covers all the issues surrounding these procedures.	0	0	0	1

Background Check Policy	The employee background check policy is to regulate and provide guidelines for investigating a job candidates' background as part of a companies hiring process.	0	0	0	1
Training & Development Policy	This policy covers on the job training, setting out the organisations commitment to ensuring that all on the job staff training and development is accessible and available to all staff at all levels.	0	0	0	1
Reference Check Policy	The reference check is a very useful tool in the selection process. It is used to confirm the applicant's overall employment record and performance and it assists the selection committee to determine the applicant's suitability for the position.	0	0	0	1
Equal Employment Opportunities Policy	This aim of this policy is to confirm your organisations commitment to equal employment opportunity principles, developing and implementing equal opportunity strategies within your company.	0	0	0	1
		2	6	7	26
Recruitment & Selection					
Document title	Document Description	Free	Starter	Standard	Premium
Employment Offer Letters, Contracts and Standard Terms					
Employment Contract - Casual Employee (Award or Common Law)	Employment Contract - Casual Employee (Award or Common Law) template standard terms of employment	1	1	1	1
Employment Contract - Full Time or Part Time Casual Employee (Award or Common Law)	Template employment contract (standard terms of employment) for a Full Time or Part Time Employee (either Award or Common Law)	0	0	1	1
Employment Offer Letter – Common Law Salaried Employee (Full Time or Part Time)	Template offer of employment for a Full Time or Part Time Salaried Employee (Common Law)	0	0	0	1
Executive Employment Agreement – Common Law Salaried Executive Employee (Full Time or Part Time)	Template Executive Employment Agreement for a Full Time or Part Time Salaried Executive Employee (Common Law)	0	0	0	1
Recruitment and Selection Policy					
Recruitment Policy	The HR Expert Australia recruitment policy provides a framework, structure and standard for all company hiring managers engaged in the recruitment and selection of new employees.	1	1	1	1
Recruitment Approval Policy	Recruitment approval is used to initiate the recruitment and selection process. The recruitment approval process should include authorisation by all levels of management and once authorisation has been confirmed by Human Resources, the recruitment and selection process can commence.	0	0	0	1
Advertising					
Job Advertisement Template	Template to structure a job advertisement	0	1	1	1
Job Description					
Job Description Template	Template job description	0	1	1	1
How To Write a Job Description	A Job Description provides applicants and ultimately employees with a clear description of what is expected of them in a particular role.	0	1	1	1
Applicant Letters					
Acknowledgement of Application Letter	Letter from company to acknowledge an application for employment	0	1	1	1
Invite to Interview Confirmation Letter	Letter from company to confirm a future interview	0	1	1	1
Application on Hold Letter	Letter from company to acknowledge application and hold for a future job opening	0	1	1	1
Unsuccessful Application Letter	Letter from company to inform applicant they have been unsuccessful	0	1	1	1
Unsuccessful After Interview Letter	Letter from company to inform applicant they have been unsuccessful after attending an interview	0	1	1	1
Application Withdrawn Template Letter	Letter from company to acknowledge an applicants withdrawal from the candidate pool	0	1	1	1
Shortlisting					

Shortlisting Guidelines	This guide sets out the purpose of short-listing and the methodology to help recruit the most suitable candidate.	0	0	1	1
Shortlisting Matrix	The purpose of short-listing is to identify those candidates who best meet the selection criteria and are most likely to be capable of carrying out the duties of the job.	0	0	1	1
Telephone Screening Questions	A candidate's answers to key phone screening interview questions can allow you to speedily identify the most promising candidates.	0	0	1	1
Recruitment					
Application for Employment Form	Sample Application for Employment Form that can be used in any business	0	1	1	1
Recruitment Flowchart	The HR Expert Australia Recruitment Flowchart lists all the steps to follow when conducting the recruitment process.	0	0	0	1
Interviewing					
Recruitment Checklist Template	Hiring new talent for your organisation is as easy or difficult as the process you follow when recruiting. Since one bad hire is enough to induce a serious amount of pain, it's essential to lay down your recruitment process carefully.	0	0	1	1
Selection Panel Checklist	Selection panel checklist of responsibilities. The selection panel template includes a full list of important tasks that selection panel members are expected to carry out during the hiring process.	0	0	1	1
Guide to Behavioural Interviewing	Extensive guide to educate in-house recruiters on behavioural based interviewing	0	0	1	1
Interview Questions Template - Front Line Team Member	HR Expert Australia's front line team member competency-based interview questions template will ensure you conduct all interviews professionally and stay legal and compliant whilst asking critical questions to ensure you hire the very best employee. Download your copy today.	1	1	1	1
Interview Questions Template - Supervisor	Competency based interview questions and scoring template for a supervisory role	0	0	1	1
Interview Summary Form	Form to summarise interview responses and feedback	0	0	1	1
Alternative Assessment Methods	Suggested alternatives to interviewing	0	0	1	1
Reference Checking					
Reference Checklist Template (Telephone Reference)	This reference checklist template (verbal reference) form may be used as a model on which to base a telephone or verbal reference to a referee following a successful candidate interview	0	0	0	1
Reference Checklist Template (written reference)	This proforma may be used as a model on which to base a letter to a referee following a successful interview	0	0	0	1
Reference Check Flowchart	The HR Expert Australia Reference Check Flowchart details the reference check process prior to an offer of employment.	0	0	0	1
		3	13	23	30
WHS and Wellbeing					
Document title	Document Description	Free	Starter	Standard	Premium
WHS Induction Handbook	Workplace work health safety handbook covering WHS rules, managing risk and controls, first aid, manual handling and office ergonomics	0	1	1	1

WHS Return to Work Program	Return to work program setting out the companies commitment, procedures for injury notification, recovery, return to work, suitable duties and dispute resolution	0	1	1	1
WHS Statement of Intent	Organisational WHS statement of intent detailing company commitment to creating a safe and healthy working environment	1	1	1	1
WHS Committee Election Process and Meeting Format	Process outlining the committee aims, scope, membership, election process and meeting format	0	1	1	1
WHS Committee Terms of Reference	WHS committee terms of reference comprising of employer and employee representatives who function on a joint consultative basis	0	1	1	1
Notification of Injury Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work	0	0	1	1
Workers Compensation Injury Notification Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work resulting in workers compensation	0	0	1	1
Hazard Report Form	Form to report all workplace hazards	0	0	1	1
Hazard Checklist	Generic hazard and task observation checklist	0	0	1	1
Injury Reporting and Investigation Form	Form to report and investigate all workplace injuries	0	0	1	1
Injury Notification Flowchart	Flow chart outlining the steps to follow in the instance of an employee injury at work	0	0	1	1
Injury Management Plan	Organisational injury management plan detailing company process of when an injury occurs, reporting an injury, facilitating return to work and consultation	0	0	1	1
Pregnancy at Work Safety Guide	Work safety guide for pregnant workers	0	0	1	1
Pregnancy Safety Risk Assessments	Workplace risk assessments for pregnancy safety	0	0	1	1
Pregnancy Workplace Assessment	Workplace pregnancy hazard assessment questionnaire to be completed by pregnant worker	0	0	1	1
Risk and Office Manual Task Identification Sheet	Task sheet to capture all tasks that involve bending, twisting, stretching, lifting, pulling, pushing or carrying	0	0	1	1
Risk Assessment Use of Telephone Headsets	Company telephone headset use risk assessment	0	0	1	1
Risk Assessment Template	Organisational risk assessment template	0	0	1	1
Risk Assessments General Office	General office risk assessments	0	0	1	1
Injured Worker Information Consent Form	Information consent form from company to treating professionals	0	0	0	1
Workers Compensation FAQ's	Employee frequently asked questions about claiming workers compensation	0	0	0	1
Post Workplace Injury Initial Contact Template	Initial worker contact template following a workplace injury and workers compensation claim	0	0	0	1
Letter to the Injured Worker	Template letter from the company to the injured worker about workers compensation	0	0	0	1
Company Return to Work Rehabilitation Policy	Policy statement that sets out the company commitment to employees at its workplace in respect of rehabilitation	0	0	0	1
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