



Recruitment and Termination Kit

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Forms

- Checklist – Employee Induction
- Checklist – HR – Redundancy - Process
- Checklist - Recruitment - Employing Overseas Workers
- Checklist - Recruitment – Reference Check
- Checklist – Recruitment
- Form – Centrelink – Notification of Redundancy – Non-National System Employers
- Form – Commonwealth Statutory Declaration
- Form – HR – Performance Appraisal
- Form – HR - Redundancy - Notice to Services Australia of Proposed Dismissals
- Form – Meeting Agenda
- Form – Performance - Improvement Plan
- Form - Recruitment - Immigration Status
- Form - Recruitment - Interview Questions
- Form - Recruitment - Interview Record
- Form - Recruitment - Job Analysis
- Form - Recruitment - Job Application Form
- Form - Recruitment - Job Description
- Form - Recruitment - Person Specification
- Form - Recruitment - Pre-Employment Medical - Doctor's Report
- Form - Recruitment - Pre-Employment Medical – For Doctor to Complete
- Form - Recruitment - Selection Criteria
- Form - Small business Fair Dismissal Code
- Form - Training - Survey
- Form - Unsatisfactory Performance - Misconduct - Verbal Warning - Record
- Form - WorkCoverWA - Notification of Intention to Dismiss - Form 15G
- Information – Fair Work Information Statement
- Letter - Addendum - Variation to Contract of Employment
- Letter - Confirming End of Fixed Term Contract

- Letter – HR – Abandonment of Employment – Confirming Termination
- Letter – HR - Abandonment of Employment – First Warning
- Letter – HR - Abandonment of Employment - Second Warning
- Letter – HR – Accepting Resignation
- Letter – HR – Casual Conversion Refusal National Employment Standards
- Letter – HR – Condolences
- Letter – HR – Employer to Implement Change
- Letter – HR - Notification of Redundancy
- Letter – HR – Performance or Misconduct Meeting Notification
- Letter – HR - Warning – Unsatisfactory Performance or Misconduct
- Letter - Recruitment - Acknowledgement of Application
- Letter - Recruitment – Confirmation of Interview
- Letter - Recruitment - Offer of Employment
- Letter - Recruitment - Rejection No Interview
- Letter - Recruitment - Rejection Post Interview
- Letter - Recruitment - Second Interview
- Letter - Redundancy - Termination
- Letter - Statement of Service
- Letter - Termination - Inability to Perform Inherent Requirements
- Letter – Termination - Serious Misconduct
- Letter - Termination - Unsatisfactory Performance or Misconduct
- Policy – HR - Code of Conduct
- Policy – HR - Equal Opportunity Policy
- Policy – HR- Sexual Harassment Policy
- Policy – HR - Workplace Bullying and Harassment Policy
- Procedure – HR - Discipline and Termination
- Procedure - Recruitment - Interview
- Record - Employee Termination
- Record - Entry Interview
- Record – HR - Verbal Warning

- Record – Recruitment – Applications Record
- Record – Recruitment - Interview Record
- Record – Recruitment – Selection Criteria
- Record – Termination – Exit Interview