
RECRUITMENT, SELECTION, INDUCTION, AND SUCCESSION PLAN POLICY AND PROCEDURES

Purpose

This policy is established to provide a comprehensive framework for how Trendie manages its recruitment, selection, onboarding, and succession planning processes. Our objective is to attract, select, and retain high-calibre talent, fostering a culture of excellence and ensuring the development of future leaders to meet the evolving needs of our organisation.

Scope

This policy applies to all personnel involved in the recruitment, selection, onboarding, and succession planning activities at Trendie. It encompasses all stages, from job advertisement to the integration of new employees and the identification and development of potential future leaders.

Recruitment and Selection Principles

- **Equal Opportunity:**

Trendie is committed to a merit-based recruitment process that upholds the principles of equal opportunity. We ensure a fair and unbiased process that promotes diversity and inclusivity, in compliance with Australian anti-discrimination laws.

- **Transparency:**

Our recruitment and selection procedures are clear, transparent, and communicated effectively to all candidates. We adhere to predefined criteria and provide feedback to applicants throughout the process.

- **Competence-Based Selection:**

Decisions are made based on the candidate's qualifications, experience, competencies, and performance during the selection process. Emphasis is placed on the candidate's potential to excel in the role and contribute to Trendie's success.



Recruitment and Selection Procedures

- **Job Advertisement:**
 - All vacancies are to be advertised internally and externally, as deemed appropriate. Advertisements will be crafted to attract a broad and diverse candidate pool, ensuring the language used is inclusive and aligns with Trendie's values.
- **Application Process:**
 - Applicants are required to submit their applications through designated channels, ensuring that all mandatory documentation, including resumes, cover letters, and relevant certifications, are provided.
- **Shortlisting:**
 - Applications will be assessed against predetermined criteria that align with the job requirements. Shortlisted candidates will be selected based on how closely their qualifications match the role's competencies.
- **Interviewing:**
 - A structured interview process will be conducted, involving a diverse interview panel to mitigate unconscious bias. Interviews may include behavioral and situational questions to gauge the candidate's skills and cultural fit.
- **Assessment and Testing (if applicable):**
 - Depending on the role, candidates may undergo assessments or tests to evaluate specific skills, abilities, or knowledge relevant to the position.
- **Selection:**
 - Final selection is based on a comprehensive evaluation of interview and assessment performance. Reference checks will be conducted to validate the candidate's experience and suitability before a formal offer is extended.
- **Job Offer:**
 - Successful candidates will receive a formal offer of employment, outlining the terms and conditions of the role.



Induction Process

- **Orientation:**
 - New hires will participate in a structured orientation session designed to introduce them to Trendie's organisational culture, core values, policies, and procedures. This session includes an overview of the company's history, mission, and strategic objectives.
- **Role-Specific Training:**
 - Tailored training programs will be provided to ensure new employees are adequately prepared for their roles. This includes an introduction to the systems, processes, and tools relevant to their position.
- **Mentorship Program:**
 - New employees will be paired with experienced mentors who will provide guidance and support during their initial period at Trendie, facilitating their integration into the team and company culture.
- **Performance Review:**
 - A performance review will be conducted at the end of the probationary period (usually three months) to assess the new hire's progress, provide constructive feedback, and identify any areas for development.
- **Continual Support:**
 - Ongoing support and resources will be available to assist new hires in their continuous learning and professional development.

Succession Planning

- **Identifying Potential Leaders:**
 - Potential future leaders will be identified through performance appraisals, feedback mechanisms, and talent reviews. This process includes recognising employees who demonstrate leadership qualities, high potential, and a commitment to Trendie's values.



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- **Development Programs:**

- A range of leadership development programs and training opportunities will be offered to prepare selected employees for future leadership roles. This may include mentoring, coaching, formal training, and project-based learning.

- **Career Pathing:**

- Employees are encouraged to engage in career pathing discussions with their managers to identify potential career progression opportunities within Trendie.

- **Regular Reviews:**

- Succession plans will be reviewed and updated regularly to ensure they remain aligned with Trendie's strategic objectives and leadership requirements. Adjustments will be made based on organisational changes, employee development, and market trends.

Responsibilities

- **HR Department:**

- The HR team is responsible for managing and overseeing the entire recruitment, selection, induction, and succession planning processes. They ensure compliance with this policy, provide guidance to hiring managers, and facilitate training and development programs.

- **Hiring Managers:**

- Hiring managers are accountable for participating in the recruitment and selection process, ensuring that candidates are assessed fairly and that successful candidates are effectively inducted into their roles.

- **Employees:**

- All employees are encouraged to actively participate in leadership development and succession planning opportunities. Employees should take ownership of their professional growth and contribute to the success of Trendie's succession strategy.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 



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Compliance and Enforcement

All personnel involved in recruitment, selection, induction, and succession planning processes must adhere to this policy. Non-compliance may result in disciplinary action, up to and including termination of employment, in accordance with Trendie's disciplinary procedures.

Review and Amendments

This policy will be reviewed annually by the HR department to ensure its continued relevance and effectiveness. Amendments will be made as necessary to reflect changes in legislation, organisational needs, or best practices in recruitment and succession planning. Any updates to this policy will be communicated to all employees through official channels.

Feedback and Continuous Improvement

Trendie encourages feedback on the recruitment, selection, induction, and succession planning processes. Employees and candidates are welcome to provide suggestions for improvement to ensure that our practices remain fair, effective, and aligned with organisational values.

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