

## Employment in OSCAR

### *A checklist for employers*

There can be a lot to think about if you are taking up the role of an OSCAR employer. The following checklist breaks down the essential forms and processes into manageable chunks.

Top of the list is the job description. It is a foundation document that can go a long way towards helping staff understand their role and how your programme works. We strongly recommend that you spend some time reviewing your current job descriptions and then use them to help guide your decision-making and communication through the rest of the employment process.

- Job descriptions that are up-to-date  
*A clear list of relevant duties that reflects current requirements/priorities of the programme.*
- Clear employment relationships  
*Is it permanent? Or fixed term? Or 'as and when required'? (i.e. "casual" or "on-call")*
- Employment agreements comply with current legislation
- A recruitment process that is well-organised  
*Using an interview panel of at least 2 people, whenever possible. Consistent questions. Careful screening and interviewing. Documented risk assessment for new staff.*
- Written application form  
*To check eligibility to work in OSCAR and inform applicants about vetting requirements.*
- An induction process that is systematic and complete  
*Use a check list, in order to not leave anything out; focus first on "need to know" information.*
- Staff training, on the job, in essential policies  
*E.g. programme supervision / safety & hazards / emergencies / child welfare / code of conduct*
- Accurate payroll records are kept  
*Hours worked and wages paid; deductions; holidays and leave*
- Regular "one-to-ones" with all staff  
*Keep any appraisal process very simple - record notes in each staff member's file.*
- Staff files are properly maintained  
*Contents: induction record, referee check, employment agreement, training certs, notes/ issues etc.*

*Please contact OSCN if you want to follow up on anything in this checklist. You can look for sample forms and policies in our "resources" area, on-line at [www.oscn.org.nz](http://www.oscn.org.nz).*