

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
A clear list of relevant duties that reflects current requirements/priorities of the programme
- Clear employment relationships
Is it permanent; fixed term; as and when required - "casual" / "on-call"?
- Employment agreements that comply with current legislation
- Planned recruitment process
Using an interview panel of at least 2 people, whenever possible
- Written application form
To check eligibility to work in OSCAR and inform applicants about vetting requirements.
- Planned induction process
Use a check list, in order to not leave anything out; focus first on "need to know" information
- Staff training in essential policies
E.g. programme supervision / safety & hazards / emergencies / code of conduct
- Accurate records
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 file
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/resources

The Vulnerable Children Act 2014 came into force on July 1 2015. For guidelines on how to ensure that your recruitment process complies, please refer to <http://www.oscn.org.nz/staff-safety-checks.html>