

## **Employing and Managing Staff**

The latest on regulatory requirements, as well as tools and tips for hiring and keeping good staff.

### **Recruiting Staff**

Includes planning for what kind of staff you need and the entire recruitment process, from writing job descriptions and advertisements to interviews and final selection.

### **Rights and Responsibilities of Employers**

Understand the basic legal obligations for employing people. Includes the National Employment Standards (NES), modern awards, tax, superannuation, equal opportunity, health and safety, long service leave and child employment.

### **Recruiting Staff - Health Check**

Use this employment health check if you're about to hire new staff for the first time or if you need to replace one of your existing workers. It also gives you a handy checklist to make sure you have the proper policies and procedures in place for all your staff. All the links go to handy regulatory details and templates to make it quicker and easier for you to hire and manage your staff.

### **Skills and Training**

Describes how to identify skills gaps then choose suitable courses and training facilities. Also explains apprenticeships and who to contact for assistance.

### **Key Performance Indicators**

With the help of Key Performance Indicators (KPIs), performance management can help direct future business decisions and identify areas of the business requiring extra attention.

### **Keeping Good Staff**

Covers induction, staff review procedures and motivation techniques.

### **Skills for Growth**

Skills for Growth will help Victorian small to medium sized enterprises (SMEs), including those in the community sector, with workforce skills development. It will provide a team of independent workforce planning and training specialists to deliver direct assistance to the business. Through the program eligible workers will be able to access government subsidised training solutions.

### **Ending Employment**

Take the right steps when ending employment either by resignation, dismissal or redundancy. Includes checklists for what to cover on your employee's last day.

### **Tools and Templates**

A comprehensive list of employment templates and tools. Includes staff planning estimators, a human resources manual template, recruiting and interviewing templates and professional development plans.