

## FACTSHEET

## Selecting and appointing an employee

*September 2023***Selecting the right person**

The right person for the job may not necessarily be the person you like the most or the one with the best qualifications. It should be the person who most closely matches your screening criteria. Following your formal screening techniques, you should have plenty of objective information to make a decision. Applicants will have a range of skills, personalities and philosophies that may make it difficult to decide on the right person. This is where the information gathered in your notes is critical.

**If there are no suitable applicants**

You do not have to make a job offer to anyone if the applicants aren't at the right standard, or if circumstances change during the process and you no longer need a new employee. You should be upfront and advise all applicants of this as soon as possible.

If there is nobody that matches your criteria closely enough you may decide to re-advertise. You may also elect to go back to the job description and alter the role to suit one of the applicants or consider employing someone on a fixed term or casual agreement to give you time to find the right person. If you can't find the skills you need in New Zealand, you may be able to hire someone from overseas.

Immigration New Zealand's website [www.immigration.govt.nz/employ-migrants](http://www.immigration.govt.nz/employ-migrants) can help you with hiring someone from overseas.

**Offer of employment**

Once you have chosen the person you want to employ, you need to make an offer of employment. This should be done in writing, but you can let the person know on the phone or email that you are likely to make the offer and what the offer will look like. An offer of employment should reflect what will be in the Individual Employment Agreement:

- Start date
- Whether there will be a trial period
- Hours and place of work
- Remuneration package: Base salary. Pay frequency. Accommodation should be valued at commercial market rates. Other benefits/incentives should be clearly documented (such as PPE/wet weather gear, meat, firewood and dog feed and care.) We would recommend that the business Accountant has input into some aspects of how the total employment package is structured.
- Annual leave entitlements.

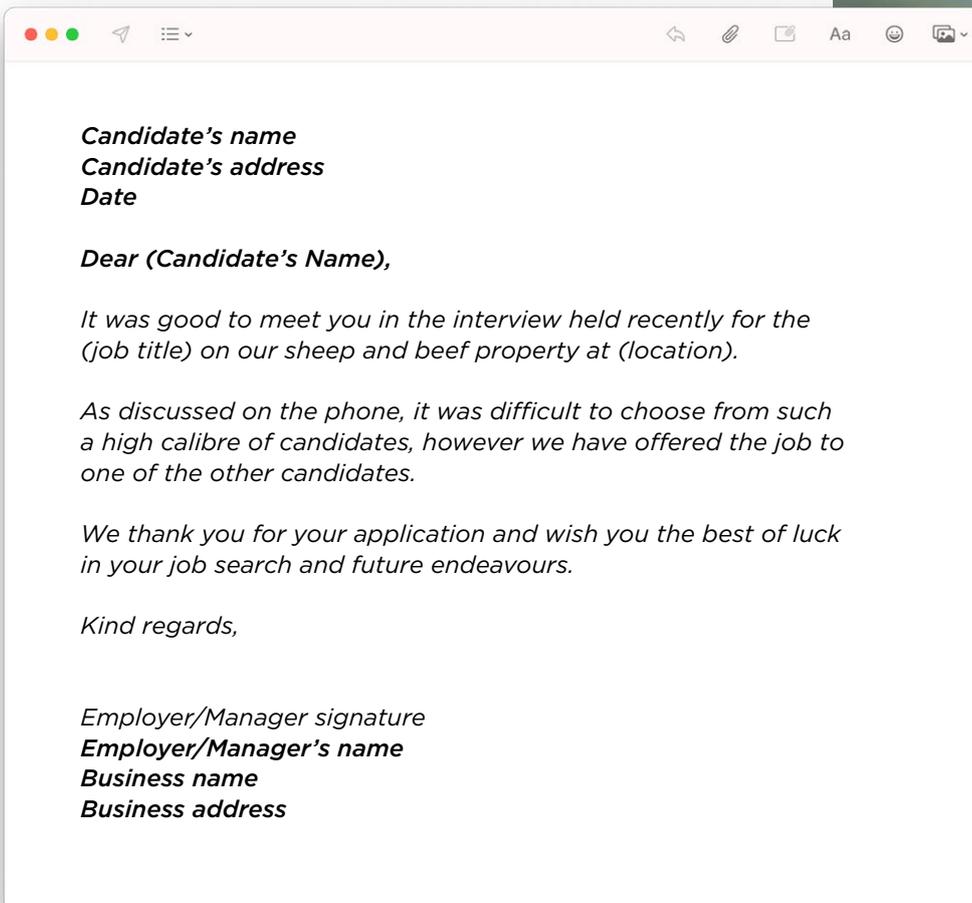
Employment NZ have some great sample letters of offer to suit the needs of your business and employees: [www.employment.govt.nz/starting-employment/sample-appointment-letters](http://www.employment.govt.nz/starting-employment/sample-appointment-letters)

If they accept, ask them to meet with you as soon as possible to look over an agreement. The proposed agreement should be customised with all the information and then gone through with the applicant to make sure it is clearly understood, and expectations are spelled out. Do not ask the applicant to sign at this point because they must be allowed time to get advice and negotiate the terms of the agreement, should they wish to. Indications are that a week may be a suitable length of time. Do not pressure them into signing.

Have a clear timeline to work through negotiations with preferred applicants. Let other candidates know you are working through the process - As it may take up to a week to get to a final decision it is important to keep them informed, especially if the intended appointee withdraws their application. It is professional to advise both the successful and unsuccessful applicants of the outcome in writing.

### **Example - Post Interview Rejection**

*This conversation should be had on the phone and followed up by an email.*



### **Individual Employment Agreement**

Every employee must have a written employment agreement. The employment relationship is not confirmed until an IEA is signed. This is very important to understand an offer doesn't constitute a binding agreement. Please refer to B+LNZ Factsheet 320: Employment Agreements

For more information check out the resources at B+LNZ's Employment Hub <https://beeflambnz.com/knowledge-hub/employment-hub>

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