

1. Employment Process

- We're an Equal Employment Opportunity employer (EEO)
- Positions advertised internally and externally
- Interview applicants using a panel
- Conduct Working With Children Checks and Police Checks
- Complete professional reference checks
- Conduct psychological assessments of preferred candidates
- Appoint the best person based on merit and cultural fit
- Send new employee CQ employment pack

2. In the first Three Months

- Complete local induction program
- Read our policies & procedures
- Attend a two day national orientation
- Match with a buddy for advice and support
- Complete and display their VIA Signature Strengths
- On-going feedback during probation period
- Receive information about our external EAP*

3. New Employees

- Personal contribution to organisation growth targets
- Schedule regular WIPs with manager
- Set regular coaching sessions
- Set learning and development plan
- Complete first performance appraisal
- Join team meetings
- Sit for a happy portrait

4. Professional Development

- Work on national initiatives
- Job growth and extension
- Attend external training
- Performance manage components of WIPs and coaching
- Attend a camp and performance program

5. Performance

- Regularly review employees' remuneration to ensure it's fair in comparison with each other and the NFR marketplace
- Annual performance appraisals, learning and development plans and regular coaching
- Regular CQ conferences by function

6. Dealing with Challenges

- We encourage employees to resolve issues by agreement without intervention from third parties
- Achieve positive change in behaviour and performance while preserving employee's self-respect
- Make every effort to improve performance standards of under-performing employees
- Provide information about employees' rights and responsibilities

7. Positive Culture

- Recognise exemplary performance with meaningful awards
- Feature employees on our website
- Start meetings with a fun therapy activity
- Participate in team fun therapy sessions
- Celebrate successes across the organisation
- Encourage work-life balance

Together We're Colouring Australia with Laughter

OUR EMPLOYMENT CHART



*External employee assistance program