

P252	RECRUITMENT, SELECTION and APPOINTMENT of EMPLOYEES
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Policy context: This policy relates to	
Legislation or other requirements	Fair Work Act 1994 Equal Opportunity Act 1984

Procedures

Responsibilities

The recruitment process will be conducted by People and Culture and managed by the Clinical and Training Manager who will:

- supervise all aspects of the process
- ensure all recruitment and selection principles are followed
- obtain the necessary budget and recruitment approvals
- ensure timely processing and distribution of paperwork
- ensure all applicants are kept informed of the progress of their applications
- provide information about the position to candidates requesting it.

Note: The following instructions do not generally apply to the recruitment and selection of Lifestyle Attendants/Support Workers (Care Workers). Their formal induction is considered as the interview (no selection panel, a generic position description). Their employment is the completed and signed induction paperwork where they agree to the conditions of employment.

Confidentiality and sensitivity

The recruitment and selection process are subject to confidentiality and information about all applicants must be treated with respect and sensitivity. All details disclosed in applications and during interviews are to remain confidential.

Panel members should also be mindful of potential conflicts of interest and declare any such conflicts where appropriate. Access to information about employees and applicants is restricted to those with a genuine need to know.

All applicant's resumes and applications are held securely for the duration of the appointment.

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Workforce planning

At the commencement of the process, People and Culture will:

- review the need for the position to be filled based on the current and future workforce requirements of the work area, available financial resources and relevant workforce planning strategies.
- review the position statement, the key accountabilities, qualifications and the remuneration range.
- review current employment legislation and contractual obligations as employers, so that all relevant laws and contracts are properly taken into account in the recruitment process.
- determine if the position is for a specified target group under anti-Discrimination legislation (e.g. Aboriginal or Torres Strait Islander).
- appoint the convenor of the selection process.

Role of the convenor

The convenor is responsible for ensuring that:

- the selection process is consistent with the values of the organisation
- the process is applied consistently and equitably to all candidates
- the process is based on evidence, is transparent and free from conflict of interest
- all panel members are trained in selection processes
- that all processes are coordinated, including interview, reference checks, contract negotiation and feedback to candidates.

Selection criteria

The selection panel will:

- develop short and simple selection criteria that accurately reflect the skills, experience, qualifications and qualities that are necessary and desirable for the role
- identify which criteria are essential and which are desirable
- seek exemption from Anti-Discrimination legislation for specific identified positions
- identify any other selection process to be used (e.g. psychological testing or behavioural interviewing).

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Sourcing of candidates

People and Culture and/or selection panel will:

- determine if the position is to be advertised internally or externally
- seek clarification from the Chief Executive Officer that the budget is available for the recruitment
- where requested or determined as a requirement for the position, develop information package for interested applicants including:
 - information about the organisation, including contact details of the convenor
 - the position description and selection criteria, selection process and timeframes
 - contact person details and availability to discuss the position
 - list of information required from candidates, including resume, statement addressing the selection criteria, copy of relevant qualifications and referee details.
- Where applicable, ensure that the information package is available in appropriate formats and that any language specific requirements have been considered.

Selection panel

The selection panel will be composed of the most appropriate personnel who are familiar with the requirements of the vacancy and available to undertake the process. It should be chaired by a manager.

Selection and appointment

The selection panel will:

1. Short list candidates for interview

- The panel assesses each candidate's application against the selection criteria.
- The selection panel ensures that the candidates short-listed have the required skills and experience.
- Only short-listed candidates will be contacted – this is stated on all job advertisements

Select the preferred candidate

- Decide when and where interviews will be held.
- Decide the format of the interview.

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- Conduct each interview in the same way: outline structure of the interview and length, ask the same questions of each candidate, probe as necessary, give candidates the opportunity to ask questions or add information.
- Ensure that the process is conducted confidentially and that all relevant documentation is securely stored.
- Determine the order of merit of the candidates based on the selection criteria.

2. Conduct referee and other checks

- Check the qualifications and work history of the preferred candidate by contacting institutions, previous employers.
- Conduct referee checks for the preferred candidate. Provide information about the role and seek their comment on suitability.
- All Enhanced Lifestyle employees must have DCSI clearance or willing to obtain it.
- Conduct psychological testing or behavioural interviewing if required.

3. Finalising the selection process

- Advise the preferred candidate of their success, medical checks if required.
- Following the outcome of any checks finalise the employment contract including remuneration, commencement date.
- Contact the unsuccessful interviewed candidates by phone if appropriate and confirm by email. If requested, provide feedback to candidates.

Keeping recruitment records

People and Culture will:

- keep all the records of the recruitment processes for a minimum of 7 years
- include copies of external and/or internal advertisements, job descriptions,
- selection criteria and selection processes for each vacancy
- include copies of all applications that end up as interviewees, referee and other checks
- retain all screening details (DCSI, police check) in the HR information application (NAV)

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Appointment

Prior to commencing work, new employees will be given:

- a letter confirming the offer of employment
- a copy of their Job and Person Specification
- a copy of their contract, any other conditions of work information and the Fair Work Information Statement
- the Code of Ethics and Conduct.

Probationary period

All new employee will serve a probationary period, followed by a performance appraisal, before being confirmed as a permanent employee. The standard period shall be 3 months total of service.

The probationary period will be determined by the person's manager and involve an assessment of their work performance and behaviour. However, it must not be more than 6 months unless in circumstances where a longer period is warranted.

Casual vacancies

Temporary vacancies in employee positions, filling of positions while an employee is on leave, and short-term work projects requiring additional employee may all be filled as casual vacancies. These positions may be filled by recruiting short term employee or by requesting an existing employee to move to the position for a period.

People and Culture are authorised to recruit short term employee for periods of up to the length required within reason (i.e. 12 months).

Recruitment of temporary and casual employee

The recruitment of temporary and casual employees does not necessitate a formal selection process unless the temporary position is for a period longer than 12 months (e.g. filling a maternity leave absence).

Internal applicants must be eligible to apply for any temporary vacancy that is advertised.

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Higher duties

The filling of a temporary vacancy by an existing employee should be considered where:

- there is an opportunity for development of new skills
- the position is equivalent to or above the employee's current position
- the appointment will support continuity within the position.

People and Culture in conjunction with the EO have the discretion to determine whether a position should be filled temporarily by offering an existing employee the opportunity to undertake higher duties. Where there are more than one suitably located and experienced employees, People and Culture will ask interested employees to submit brief expression of interest, and select a candidate.

Where an employee, on the request or approval of their manager has substantially performed the duties of another employee for a period of at least one consecutive week, they will be paid a higher duty allowance equal to the difference between their own salary and the salary of the other employees.

Documentation

Documents related to this policy	
Related policies	Q255 Employee Induction Policy
Forms, record keeping or other organisational documents	Induction files Interview files