


# OPERATING PROCEDURES

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| <b>SUBJECT:</b> | <b>RECRUITMENT</b> |
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|--------------------------|-----------------|-------------------------|----------------|
| <b>POLICY STATEMENT:</b> | PS HR01(09)     | <b>EFFECTIVE DATE:</b>  | 09/08/2009     |
| <b>FUNCTIONAL AREA:</b>  | Human Resources | <b>DOCUMENT REF:</b>    | OP HR01-03(09) |
| <b>RESPONSIBILITY:</b>   | Chief Executive | <b>REVISION NUMBER:</b> | 2              |

## REVISION SCHEDULE

| EFFECTIVE DATE | ALTERATION(S)   | AUTHORISED Signed/Title  | AUTHORISED DATE |
|----------------|-----------------|--|-----------------|
| 29/08/2011     | 2 - Advertising |  | 29/08/2011      |
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### 1. Scope

CLASS is committed to ensuring that existing and prospective staff are provided with equal and equitable opportunities when applying for job vacancies.

All selections to vacant positions are to be made on the principle of merit. To achieve this, the organisation will ensure that the selection of the best person for the position will be determined on skills, qualifications, knowledge, experience and other attributes as they relate to the duties to be undertaken regardless of sex, sexuality, age, race, marital status, pregnancy, religious or political beliefs or disability.

### 2. Advertising of the Vacancy

The advertisement will provide a brief outline of the position, terms and conditions of employment, qualifications required and a closing date and contact details.

Advertisements will be uploaded to the website and social media by the Marketing and Fundraising Department.

Where it has been determined to advertise a position either internally or externally, the following procedures will be adopted:-

#### 2.1. Internal Advertisements

The Manager will prepare an internal 'Job News' advertisement and ensure that it is displayed throughout the organisation. .

#### 2.2. External Advertisements

The Line Manager will prepare an external advertisement and determine whether it is to be a line or display advertisement and where it is to be advertised, for example, in newspapers, journals, on-line etc. The external advertisement will be forwarded to the HR Consultant. The HR Consultant will liaise

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with the Fundraising & Marketing Department who will arrange for the placement of the advertisement in the appropriate newspapers.

### 2.3. Applications

- All applications for positions will be requested in writing with resume or Application for Employment Form attached.
- All applications for positions are to be directed to the Line Manager unless otherwise directed by the CE
- All internal and external applications will be acknowledged in writing.

### 3. Appointment of Interview Panel

- The CE or delegated authority will appoint the Interview Panel.
- The Interview Panel will be provided with copies of the current position description.
- An Interview Panel should normally include:-
  - Line Manager position reports to;
  - Member of Executive Management Team or Team Leaders;
  - Any other person/s, for example, a client, Board Member, staff representative, a person from a relevant special interest group;
- The full Panel should participate in all stages of the recruitment process.
- One member of the Panel will act as Chairperson. The Chairperson's responsibilities include:
  - establishing with the Panel the selection criteria for the position;
  - ensuring that the Committee members understand:-
    - the recruitment process;
    - their respective roles and responsibilities;
    - what is/is not relevant information;
  - writing the reports of the interview, outlining how decisions were reached and making the recommendation for forwarding to the Chief Executive (if required), using the selection panel report template;

### 4. Confidentiality

All Interview Panel members should be aware that the entire recruitment process is confidential and that the matters should not be discussed during the process nor raised outside the Panel.

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## 5. Interview Process

Once applications have closed, the Interview Panel will draw up a shortlist of applicants to consider for interviewing.

### 5.1 Notification of Interview

- Those applicants short listed will be given sufficient notice of the interview time to enable them to prepare for the interview. At least two working days would normally be sufficient.
- Applicants will be advised if they need to bring any documentation to the interview and if the interview process requires them to make a presentation.
- Background information relating to the job and work area will be made available upon request to the applicant prior to the interview. This may
- Include but is not limited to a position description, person specification and organisational chart.

### 5.2 Interview

- The time allocated for each interview will allow for:-
  - a brief review of the application before the interview;
  - adequate assessment of the applicant against the agreed selection criteria;
  - answering the applicants' questions;
  - documenting a brief summary of the interviews.
- Consideration will be given to any communication difficulties or cultural difficulties that may affect the time needed to ensure thorough assessments of the applicants' merits.
- Questions will be designed to achieve the goals of the interview, that is, to obtain authentic, relevant representative information to complement other selection material available. Questions will be behaviourally based and designed to ascertain the applicant's previous life and work experiences in order to reliably predict future performance. Brief notes of responses may be recorded against questions.
- Each applicant will be given the opportunity to respond to similar or the same questions. (This does not preclude flexibility in pursuing individual leads or exploring particular areas of interest of different applicants). In addition, each applicant must be given a brief overview of the terms and conditions for the position; Each applicant must be advised that an appointment will be subject to a satisfactory police clearance and reference check.

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## 6. Evaluation of Information

- Individual Panel members will record brief notes against each selection criteria during the interview. These notes may be summarised at the end of each interview.
- All selection decisions will be based on the principle of merit.
- Merit is measured in terms of each applicant's respective skills, qualifications, knowledge and experience in accordance with the person specification and the ability to perform the duties of the position as defined in the position description.

## 7. Reference Checking

- All applicants for positions will be required to nominate at least two referees.
- Referee reports must be work related. Where practicable, at least one reference report should be in reference to recent employment.
- Oral referee reports must not be obtained from an applicant's current employer unless the applicant has given the authority to do so.

## 8. Appointment

- All appointments are to be approved by the Chief Executive or delegated authority.
- The Interview Panel Chairperson will notify the successful applicant and offer employment.
- A letter including a New Employee Register Form confirming the offer and the terms and conditions of appointment will be prepared by the Line Manager

The Interview Panel Chairperson will advise all unsuccessful interview attendees in writing.

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## 9. Employment Pre-Requisites

### 9.1 Police Clearances

- All prospective staff members will be required to undergo a police check through the South Australian Police Department or if required, other Interstate Police Departments to ensure the well being and protection of - clients and the organisation.
- Prospective staff members will not be offered employment unless a satisfactory police check has been obtained.
- It is to be acknowledged that negative results of potential staff members' police clearance that are not relevant to the employment relationship will not necessarily create a barrier to being employed.
- CLASS will take into account any conviction that may be related to the potential well being of Clients and the organisation
- Any prospective staff member refusing CLASS permission to seek a Police report will not be considered for employment.

### 9.2 Medical Clearance


- Where it is deemed essential to determine a prospective employee's ability to meet the physical requirements of a particular position with CLASS (e.g. direct support worker), they will be required to undergo a pre-employment health assessment
- The prospective employee will be advised of the nature and reasons for the pre-employment health assessment during the initial interview
- The health assessment will be completed by an appropriately qualified external expert (e.g. medical practitioner, occupational therapist, physiotherapist) who is familiar with the requirements of the position.
  - CLASS will cover the cost of the pre-employment health assessment
  - Following the completion of the pre employment assessment, the nominated expert will contact the Interview Panel Chairman and advise of the suitability of the prospective employee for placement in the position or of any restrictions that are applicable.
  - The result of the health assessment will be communicated to the prospective employee and a copy retained in a secure file

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## 10. Related Documents

This Operating Procedure is related to and should be read in conjunction with the following controlled documents:

- ✓ PS HR01(09) Policy Statement, Human Resources
- ✓ HR23.1 Application for Employment Form

| APPROVED BY THE CHIEF EXECUTIVE   |                 |            |   |
|---|-----------------|------------|---|
| This Operating Procedures supersedes all other Recruitment Operating Procedures and is applicable across CLASS from the authorising date below. |                 |            |   |
| Authorising Officer   | Position        | Date       | Signature   |
| Mark Kulinski   | Chief Executive | 29/08/2011 |  |