**STAFF RECRUITMENT – PROCEDURE**

1. **Recruitment**
   1. **Review or Develop Job Description**

* The existing Job Description for the vacant position is to be reviewed or in the case

of a new position, a relevant Job Description is to be developed

* Selection criteria for the position are to be clearly established including

appropriate skills and knowledge, alongside requirements such as WWC/Police

checks ect.

* Hours of work and pay rates will be determined according to budget – congruent to

award guidelines and industry standards

* This process will be conducted by the Manager/Coordinator in consultation with

subject matter experts within the organisation, Jobs Australia and if needed, wider

networks.

**Advertising the Position**

* It is at the discretion of the Manager/Coordinator whether the position is advertised

Internally externally or whether an internal appointment is made

* The final decision to appoint should reflect the commitment to ensuring the best

possible applicant is matched to the position advertised. In the case of internal

appointments, it will need to be demonstrated that recommended staff accurately

meet the selection criteria as set out in the job description

* Advertising is to include circulation through the NHVic network, or paid

advertisements online

* All wording to consider and include example/s of our Statement of Commitment to

child safety

**1.2 Preparation of Information Packages**

The following documents will be available in all advertising methods:

* Position Description
* General information about insert org name (incl. link to website)
* Selection timeline

**1.3 Selection Procedure**

All potential appointees must have their credentials/suitability properly examined

prior to formal appointments offered:

* Resumes must be critically assessed against the Position Description to test

suitability for the specific role

* Previous employers and referees will be contacted (with contact documented)
* Qualifications and other relevant certification or documentation shall be validated
* Any other checks which may form part of the selection process will be conducted

before an offer of employment is issued.

**1.4 Appointment**

* Upon appointment, staff will undertake an induction process as set out by the

Manager/Coordinator

* Qualifications and all other relevant documents will be copied and kept in staff files
* WCC and Police Check information will be recorded on the annual staff register

**Specific Requirements for Childcare Staff**

* Early Years’Educatorsmust hold minimum relevant qualification for the position –

eg. Diploma of Early Childhood Education and Care for the “in charge” position.

Certificate III in Early Childhood Education and Care – Child Care Assistant

* All early year’s educators must hold a current First Aid Certificate with Asthma and

Anaphylaxis *(insert current qualification code)*

* All applicants for Childcare positions must provide two [2] professional referees
* All applicants for Childcare positions must hold a current WWCC and a National

Criminal Check

* Referees and Working with Children status must be checked and findings

documented in the staff file – prior to commencement.

**Selection by Panel**

The Manager/Coordinator will approach the Committee of Management to nominate a

Committee member to participate in the selection process if required.

The duties of the selection panel are:

* To become familiar with the selection process
* To handle correspondence and administration relating to the process
* To set agreed dates for the employment timeline
* To participate in the shortlisting of applicants
* To participate in notifying non-successful applicants
* To participate in the conducting of interviews
* To contact referees where applicable
* To put forward a recommended candidate/s
* To prioritise candidate preferences
* If no suitable applicants apply for the position; the position will be re-advertised or

applicants sought through other methods

**1.5 Letter of Offer**

Once the candidate has been notified their application has been successful, a letter of

offer for the position will be sent. If the successful candidate declines the offer, an offer

will be made to the second preference.

**1.6 Employment Contract**

Once the successful candidate has accepted the position, with the above letter of

offer, a contract of employment will be sent along with an employment pack which

contains the following documents:

For staff employed directly by insert org name:

* Tax File Declaration form
* Staff/Volunteer/Tutor Personal Information form
* Employee Superannuation Choice form

For self-employed staff (Contractors), engaged by insert org name:

* Employee/Volunteer Personal information form
* WorkCover Analysis for the self-employed form
* Copy of document showing current Business Registration and ABN.

**1.7 Orientation**

* A comprehensive orientation program will be provided for the new employee according to the Centre/House documented induction process.

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| Policy/Procedure name | Staff Recruitment and Selection Procedure | Version | 1 |
| Policy number | Not applicable | Date developed | Insert Month/Year |
| Drafted by | Manager/Coordinator | Approved by CoM | Insert Month/Year |
| Responsible person | Manager/Coordinator | Scheduled review date | Insert Month/Year |
| Policy Area | Operational | | |