

	<b>Policy</b>
	<b>Policy Category: GOVERNANCE</b>
	Date Created: November 2016
	<b>Policy Name: Staff Appointments Policy</b>

## Policy and Recommended Procedure

### 1. Confirm need of appointment

Consideration should be given to need for and timing of permanent appointment given availability of relievers, fixed term staff and future roll size. The range and limit of benefits (pay rate, holiday/sick days) suitable to the position and budget should be agreed with the person whose role this is: >.

### 2. Documentation Preparation

Prepare documents that include job title, team relationship, job specification (including performance expectations) and draft contract and benefits and conditions, term/status, start date etc. These should be available for applicants to consider.

### 3. Specify essential and desirable applicant qualities.

A clear statement of essential and desirable qualities including experience, qualifications, philosophy, attitude, team compatibility should be prepared so that applicants can be rated and compared on these criteria. Care should be taken to ensure application/interview process does not prevent or limit the application of an otherwise competent and suitable candidate. The person with responsibility for deciding the best candidate and negotiating the offer should be identified.

### 4. Internal Appointment Consideration

Consideration should be given to inviting existing staff with specified qualities to apply.

### 5. Advertisements

Make decisions that will lead to most economic generation of interested and suitable applicants: Consider ad size, frequency of placement and suitable paper/circulation; suitable heading and attractive wording that accurately describes role; whether written applications only. Use logo only if well known.

### 6. Review Applications

Use essential qualities list to eliminate unsuitable applicants and advise them ASAP. Use essential and desirable qualities list to prepare questions for initial phone interview. If CVs are provided you need to return them or destroy them, unless you have permission from the applicant to keep them on file.

### 7. Phone interviews

Use phone interviews to eliminate unsuitable candidates. If they clearly do not meet the specified essential qualities then it is best to advise them at the time and explain why. Take notes of answers during interview, consider answers and if necessary ring back to clarify. If clearly a suitable applicant schedule interview then.

### 8. Schedule interviews for suitable applicants

If possible, invite to an interview up to 5 applicants whose applications and phone interviews indicate they could be the most suitable for the position. If none of these are suitable then schedule interviews of other applicants.

### 9. Carry out face-to-face interviews

Interviews should be carried out in a comfortable, quiet and private place. Person that will be supervising the staff should be present. Every effort should be made to ensure the applicant is comfortable and relaxed. The interview should include promotion of the Centre and benefits. You should take the opportunity of showing the better applicants around and introducing them to other staff.

### 10. Complete employment application form

Applicants should complete (prior to any consideration or offer of employment) and sign a standard application form which will include disclosures and declarations as to the applicants suitability for the job, such as illness and accident status and history, employment and education history, complete job history, any criminal history etc

### 11. Review applications/interviews and short-listing of applicants

The best candidates should be selected based on application material, phone interviews compared to specified criteria (in processes 2 and 3).

### 12. Select best applicant

Make a decision of who is the best suited to the position.

### 13. Reference, police and qualifications check

References that have been provided should be phone checked, police/criminal record check (if specified by management or future regulation) and confirmation obtained from training provider of the applicant's qualification status.

14. Confirm need and that best applicant exceeds minimum standard/criteria

Carefully reconsider the need for the position and that the best applicant exceeds the minimum standard described in (3) before proceeding.

15. Contract negotiation

Make an initial verbal offer of employment clearly stating the main terms and conditions (position, start date, pay rate, holiday and sick pay) and negotiate with the applicant an agreement within the limits in (1).

16. Offer/acceptance of contract (or re-advertise)

If agreement is reached confirm the appointment/acceptance by letter ASAP. If no agreement is reached then repeat the process for the next best candidate.

17. Advise (and thank) other applicants of appointment of successful candidate

Ring and/or write to other applicants to advise them an appointment has been made and thank them for their application and either return CV's or request permission to hold on to them for future opportunities.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	Term 2, 2022
<b>Consultation Undertaken:</b>	