

POLICY REGISTER

Subject: Recruitment

Primary Responsibility:

Operations Manager, Executive Officer and Board members

Policy Statement

WSCF is committed to implementing recruitment processes that are transparent, adhere to Equal Employment Opportunity principles, and result in the most suitable candidate being recruited.

Procedure

When a position becomes vacant within WSCF the recruitment process can be undertaken either through an (a) an external process or through an (b) internal process within the organisation.

(a) External Process.

- When a position becomes vacant within WSCF, an external recruitment agency can be contracted to carry out the recruitment process.
- The external recruitment agency contracted must be one that is relevant to the community services sector and the agency selected must be agreed to by the Operations Manager and the Executive Officer.
- The Operations Manager will contact the selected agency and a contract outlining the terms and conditions will be formally agreed to by all parties.
- This agreement will detail the responsibilities of both parties; ie.
- WSCF via the Operations Manager will :
 - develop a job description for the position that will include:
 - Position Title
 - Accountability
 - Hours of Work
 - Award and Grading of the position
 - Role and responsibilities of the position
 - Competencies for the position
 - A note in relation to Police and other checks (such as the Working with Children)
 - If the position meets any anti-discrimination genuine advantage criteria

- Provide the recruitment agency with a job information package for the position that will include:
 - Organisation's name
 - Job description
 - Selection criteria
 - Closing date
- The Recruitment Agency will be responsible for:
 - Advertising the position
 - Culling applicants
 - Presented a list of suitable applicants for interview
 - Checking referees
 - Advising applicants, both successful and unsuccessful.
 - Offer the position to the successful applicant.
- The Recruitment agency will be the Contact person and telephone number for enquiries and the lodgment place for acceptance of applications.
- The recruitment fee for this process is to be no more than 10% of the salary costs including superannuation. This fee will be pro rata for part time positions.

(b) **Internal process.**

- When a position becomes vacant within WSCF, a recruitment panel will be convened by the Operations Manager. An external person who is familiar with the expectations of the vacant position may be approached to join the recruitment panel. A Board member with skills or experience relevant to the position may be invited to join the recruitment panel.
- When the Operations Manager position becomes vacant member of the Board will be invited to join the recruitment panel.
- When the Executive Officer position becomes vacant, a Sub-Committee of the Board will convene the recruitment panel.
- The Operations Manager will develop a job description for the position that will include:
 - Position Title
 - Accountability
 - Hours of Work
 - Award and Grading of the position
 - Role and responsibilities of the position
 - Competencies for the position
- The Office Manager will develop a job information package for the position that will include:
 - Organisation's name
 - Job description
 - Selection criteria
 - Closing date
 - Contact person and telephone number for enquiries

- Who to address application to and where to send application
 - A note in relation to Police and other checks (such as the Working with Children)
 - If the position meets any anti-discrimination genuine advantage criteria
- The WSCF Management Team will decide where the position should be advertised.

Cull and Interview

- The Operations Manager will review all applicants received by the closing date. All applications that have not specifically addressed the essential criteria will automatically be culled. A short list of applicants for interviews will be agreed upon by the recruitment panel.
- The Operations Manager will draft for discussion and approval by the recruitment panel interview questions based on the selection criteria. These questions are to remain confidential. The interviewees will receive questions on the day of interview.
- The Operations Manager will notify those applicants shortlisted of the interviews and advise them of the time and date for interview, members of the interview panel, and if they need to bring any additional information that would support their application.
- Each recruitment panel member will keep notes on each interview.
- At the completion of all the interviews the panel should discuss in detail each applicant drawing on the notes made. The panel may decide to:
 - Seek referee comments on one or more applicants
 - Interview one or more applicants a second time
 - Decide to develop an eligibility list for future vacancies
 - Re-advertise the position
- No offer of employment should be made prior to referee checks. These checks may include:
 - How long have they known the applicant and in what capacity do they know the applicant?
 - What do they consider the applicants strengths and weaknesses to be?
 - What is their ability to work with minimal supervision and as part of a team?
 - What are their problem solving, program planning and writing skills like?
 - Do they demonstrate an understanding of community development processes, and access and equity?
 - Do they demonstrate an ability to work with voluntary community management?
 - Would you employ them again?
- If the referee checks are satisfactory, an offer of employment shall be made by the Operations Manager.

The Offer

- The Operations Manager should contact the successful applicant and make an offer of employment specifying the employment conditions, including salary. Once

the offer has been accepted, a starting date should be negotiated. At this stage the Operations Manager will commence procedures for Police and other checks deemed appropriate for the position.

- The Operations Manager (or in the case of recruiting the Executive Officer, the Chair) will write to the successful applicant as soon as possible to confirm the acceptance of the offer and attaching the WSCF employment conditions and job description.
- The Operations Manager should inform all unsuccessful applicants who were interviewed that the position has been offered to another person. The Operations Manager will also invite the applicant to contact them for feedback on their application.

Security of applications

- The applications from all unsuccessful applicants who attended an interview will remain confidential and be filed for a minimum of three months and subsequently shredded.
- All applications which did not meet criteria for interview shall be shredded after one month.

Adopted by the Board on: 02/06/2009

CROSS REFERENCE

- GP5 Privacy & Confidentiality Policy
- GP3 Code of Practice Policy
- GP4 Conflict of Interest Policy
- SE2 Equal Employment Opportunity Policy