

[insert organisation name/logo]

Staff Recruitment Procedure

1. Overview of the Procedure

This procedure is a guide for [insert organisation name] staff in the recruitment and selection of all employees. This procedure should be read with the accompanying Human Resources Policy.

2. Considerations

[insert relevant positions] are primarily responsible for human resources management within the organisation with other senior staff taking on responsibilities as required. All staff involved in the recruitment, and selection, of new employees need to be aware of, and adhere to, current legislation requirements.

[insert organisation name] sets a timeline towards the beginning of the recruitment process to ensure all involved have a realistic expectation. Timelines should include:

- Advertising length
- Shortlisting time
- Set an interview date to enable arranging of a panel
- Ideal start date for candidate

3. Procedure Steps

3.1 Identify Position Details

- Identify need for the position
- Identify budget
- Develop position description
- Seek endorsement from the Board of Directors for new position/s
- Seek endorsement from the CEO/Manager to recruit casual or temporary employees.

3.2 Advertise the Position*

- Prepare job advertisement
- Advertise through [insert organisation name] website, MHCC network, NCOSS website, other sector media, newspapers, private recruitment firm
- Respond to enquiries and provide position information packs if requested

- Collate and acknowledge receipt of all applications.

* Note: The CEO/Manager may make the decision not to externally advertise the vacant position if: the position is available for a short period of time only; and advertising the position would significantly delay the commencement/continuation of the position activities and impact on the organisation's contracted performance requirements; or a suitable candidate from within the organisation is identified.

3.3 Shortlist Applications

- Convene selection panel of at least three people, including one independent representative **[and a consumer or carer]**
- Shortlist applicants based on essential and desirable selection criteria and curriculum vitae
- Write to ineligible applicants informing of unsuccessful outcome
- Invite eligible applicants to interview.

3.4 Interview

- Prepare interview questions and selection criteria
- Interview applicants and rate against essential and desirable selection. criteria and interview questions
- Prepare and sign selection panel report identifying preferred candidate

3.5 After the Interview

- Reference checking of successful candidates needs to occur to ensure a fully informed decision is made prior to a position being offered.
- Write to unsuccessful interviewees.

3.6 Offer of the Position

- Write to preferred candidate offering the position
- Telephone the preferred candidate to offer the position
- Negotiate remuneration package and commencement date
- If relevant to the position, carry out relevant screening checks (e.g. criminal records, working with children)
- Prepare personnel file for the new employee
- Prepare induction and orientation process – refer to the Staff Induction and Orientation Checklist
- File details of the position, selection and recruitment process and unsuccessful applicants for a period of 12 months in the human resources filing cabinet.

3.6 Recruitment and Selection of Casual or Temporary Employees

Identify Position Details (see 3.1)

Identify Potential Staff for the Position

- Identify individual/s through known networks
- Provide information pack to interested individuals
- Invite individual/s to submit a statement against the selection criteria, a curriculum vitae and references.

Select Individual for the Position

- Review the individual's application
- Meet with the individual to discuss the position and the skills required
- If suitable, offer the position
- If relevant to the position, carry out relevant screening checks (e.g. criminal records, working with children)
- Negotiate remuneration package and commencement date
- Prepare personnel file for the new employee
- Prepare induction and orientation process – refer to the Employee Induction and Orientation Checklist.

File details of the position, selection and recruitment process and individuals not accepting the position for a period of 12 months in the human resources filing cabinet.

Reference

This procedure is taken from the NADA Staff Recruitment Procedure.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44