

## 2.2 (a) Process for Selection of Staff Policy

<b>Policy number:</b> 2.2(a)
<b>Date last reviewed:</b> August 2024
<b>Reviewed by:</b> Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	7.1.3, 7.1.2

### Purpose

Beaucare is committed to providing equal employment opportunity as part of its mission to provide equality and social justice. Merit and equality form the basis of all decisions.

### Policy

#### Aim

The aim is to recruit staff:

- Who are suitably qualified and experienced;
- By means demonstrably fair and objective recruitment processes and procedures;
- Fully respecting equal opportunity and anti-discrimination requirements;
- In accordance with written selection criteria; and
- In competition with other applicants, on the basis of relative merit.

### Procedures

#### ❖ Recruiting Managers

- Identify a vacancy or potential vacancy against the authorised organisational structure;
- Ensure the position description accurately reflects the role. If not, update the position description for the General Manager or Board approval;
- Seek permission to advertise the position from the General Manager on an Approval to Recruit/Advertise form. An advertisement is to be placed in the media on at least one occasion. This advertisement will provide the following information:
  - a. The organisation’s name and program;

- b. The position that is vacant and a very brief statement of:
  - The functions of the position;
  - Any specific qualifications or experience required;
  - The date the position becomes available;
  - The period and type of employment including award level;
  - Information on where to receive a copy of the position description and contact number for the staff member who is able to answer questions about the position.
- Positions with staff supervision or program responsibilities will be advertised in regional media as well as local media, Beaucare website and industry websites (e.g. QCOSS, FDC Qld);
- Liaise with the Manager Administration for placement of advertisements and/or other forms of publicity (e.g. internet and website). Vacancies should also be advertised internally, circulated via email and placed on staff notice-boards;
- Nominate a selection panel and submit to General Manager for approval;
- Coordinate with the panel for a date(s) and time(s) for the interviews. Book interview facilities;
- Rate selection criteria on the basis of importance to the position. Compile interview questions and rating scale against the selection criteria. Submit questions and rating to full selection panel for comments or approval. Ensure a minimum of three selection tools will be applied to the selection of the preferred candidate; these could include a written application, the interview, a referee check or a written or practical tool at interview;
- Oversight the selection process to ensure that the panel operates with integrity and professionalism. Once applications have closed, check with the selection panel prior to shortlisting to allow opportunity for any conflict of interest to be declared and considered. Document processes;
- Contact applicants selected for interview and confirm arrangements by email if possible. Advise applicants to present original copies of qualifications for sighting at interview. Advise applicants that recent work referees will be required;
- Contact applicants who have not been selected for interview;
- Ensure that the same panel is convened and the same questions asked for each interview for the same vacancy (unless otherwise agreed - extraordinary circumstances to be documented);

- Be responsible for interview arrangements:
  - a. Arrange booking and preparation of interview room with water and glasses;
  - b. Greet candidates and invite them into the waiting room with a copy of the interview questions and writing materials for a minimum of 15 minutes:
    - Conduct introductions of panel members and provide a brief explanation on the nature and purpose of the interview. For example, the format, if all panel members will be asking questions, note taking, the expected time for the interview and time for asking questions;
    - Outline the content of the interview and that questions directly relate to the selection criteria and have been designed to give the applicants the opportunity to express their knowledge, skill, abilities, values and attitudes;
    - The period and type of employment including award level.
  - c. During the interview clarify any issues that become apparent. Ensure equal processes occur regarding additional prompting and any follow-up questions;
  - d. Provide a brief outline of the role, the team, the conditions of employment and some details of the local community:
    - Provide opportunity for questions.
  - e. Confirm referees. Request recent workplace referees if not already provided;
  - f. Inform candidates that they will be contacted within [a maximum] of five days with an outcome.
- Debrief each interview and individually score the applicant against the approved criteria;
- On completion of all interviews, coordinate the selection of the most preferred candidate who meets the required standards and if possible at least one reserve based on meeting of the selection criteria for the position. Have “Approval to Appoint” form signed by the panel subject to referee checks;
- Conduct referee checks seeking information on the preferred candidate’s work history and job performance. Document responses;
- Confirm the preferred applicant with the panel;
- Send an Approval to Appoint form to the General Manager stating the preferred applicant and summarising the recruitment process;
- When GM approval is received, notify the successful applicant and make a verbal offer informing the prospective appointee the terms and conditions associated with employment:

- a. The applicant is to be advised that a Blue Card application is to be submitted as a condition of employment;
  - b. The applicant is requested to demonstrate proof of eligibility to work in Australia through an Australian Passport, an Australian citizenship certificate or full birth certificate (issued before 20 August 1986), or a full birth certificate showing that one parent was born in Australia;
  - c. The Administration Manager or GM should be consulted if these forms of evidence are not available to be presented.
- Negotiate a date of commencement with the prospective appointee;
  - Advise unsuccessful applicants of the outcome and offer feedback that relates to their strengths and areas for improvement;
  - Arrange for letter of appointment to be sent to reach the successful applicant before the starting date, using email as necessary;
  - Arrange induction on the date of commencement ensuring that all items on the induction checklist are fully covered;
  - Arrange ongoing orientation specific to the individual and the role. Where appropriate, arrange a mentoring relationship with another staff member;
  - For senior positions, advise the funding/regulatory body of the new staff member;
  - Ensure confidential filing of all documentation relating to the selection process for a period of six months;
    - For volunteers, the above can be abbreviated to a documented interview by the relevant manager or delegate. Following the interview, the process is as above.

#### ❖ **Selection Panel**

Selection panels may include:

- Staff who occupy a level of supervision/authority at least one level above the position advertised;
- Relevant stakeholder representative or a professional practitioner appropriate to the vacancy;
- General Manager or a board member (where the vacancy is for a key organisational position);
- A representative from the funding or regulatory body;

- A balance of genders on the selection panel is preferred;
- Meet with the Recruiting Manager and be issued with the applications and draft interview questions. Recruiting Manager to ensure that all panel members have an understanding of conflict of interest and are requested to disclose any conflicts of interest to the Recruiting Manager;
- The Recruiting Manager is to ensure that members are aware of anti-discrimination and equal opportunity legislation;
- Study the applications and develop a shortlist. Each member is to assess applications as of suitable quality to be considered for interview, or, not of high enough quality to be selected for interview;
- Members are to advise the Recruiting Manager who is to collate the final shortlist. The Convenor contacts shortlisted applicants and coordinates interview timings. Applicants who do not meet the essential criteria and are not shortlisted should be notified of this decision;
- Study the questions set for the interview. Seek additional information on expected responses from the Recruiting Manager if needed.

❖ **Administration Manager**

- Ensure that the Position Descriptions and contract documents for the vacancy are up to date and that awards and salary levels are accurate;
- Arrange placement of advertisements as required;
- Ensure confidentiality on receipt of applications. Acknowledge all applications on the day of receipt. Distribute applications to the Recruiting Manager;
- Forward any applications received after the closing date to the Recruiting Manager for consideration;
- Prepare letter of appointment to the approved candidate according to the signed Approval to appoint form;
- Organise the induction documents and participate in the induction as required;
- Arrange pay matters. Ensure approval is received from the General Manager prior to any pay level being made above the base level advertised. If requested, arrange salary sacrifice on receipt of documentation;
- Ensure induction checklist is fully completed and all documentation is signed and filed confidentially;

- For volunteers, the above can be abbreviated to exclude pay matters.

#### ❖ **General Manager**

- Approve updated Position Descriptions and Contracts;
- Approve the appointment of Selection Panels on the basis of gender balance, seniority relative to the position and relevance to the professional background required for the positions;
- Approve selection of successful candidate. For Manager Positions, seek approval from the Board to appoint.

#### **Timings**

- Identifying Vacancies: Where possible, vacancies should be identified in advance to allow the recruiting process to place a new person in the role with a minimum gap between a former incumbent and a new one (with consideration to financial implications);
- Advice to Applicants of Receipt of Applications: Within one day of receipt of each application;
- Completion of Shortlisting Process: Within three working days of closure of applications;
- Notification to Applicants Selected for Interview: To be advised of the date time and place of the interview by telephone, fax or email within four working days of closure of applications;
- Notification to Applicants Not Selected for Interview: Within four working days of closure of applications;
- Scheduling of Interviews: A minimum of one week after notification of interviewees;
- Completion of Interviews: Within 10 working days of notification of interview appointments;
- Completion of Selection Including Contact with Referees: Within two working days of completion of interviews;
- Notification to the Successful Applicant: On receipt of approval from the General Manager, within two working days of the completion of selection;
- Notification to Unsuccessful Applicants who attended Interview: On acceptance of position by successful applicant.

**Associated Beucare Policies and Documents**

Anti-Discrimination

**Relevant Legislation**

National Law

National Regulations

National Quality Standard

Workplace Relations Act 1996

Sex Discrimination Act 1984

Racial Discrimination Act 1992

Disability Discrimination Act 1992

Equal Opportunity for Women in the Workplace Act 1999

Human Rights and Equal Opportunity Commission Act 1986