

## RECRUITMENT AND SELECTION PROCEDURE

### Establishment of Selection Panels

#### Composition of Selection Panels

- Where practical, a Selection Panel should include three people.
- The Chair of Panel is usually the Manager/Coordinator for the position being recruited.
- Where practical, the majority of Panel members should be at or above the level of the position being recruited and could include a member of the Committee of Management (CoM)
- For the recruitment of Coordinator positions, the Selection Panel may include a representative from the Committee of Management (CoM)
- Where possible a gender balance will be reflected on Selection Panels.
- For the recruitment of the Manager, the Selection Panel where practical, will be comprised of at least three people, as determined by the CoM, and will include the Chairperson.
- Where practical, for contract/ongoing positions the selection panel will consist of:
  - Manager or Coordinator or Supervisor
  - A staff representative or a member of the CoM
  - Other panel members may be included at the discretion of the Manager.

#### Roles and Responsibilities of the Selection Panel

The Selection Panel must ensure that:

- Any conflicts of interest are declared;
- All deliberations and documentation are kept confidential (including support staff who may have access to such information in their support of the panel);
- The selection is based on merit;
- Qualifications are confirmed during the interview or prior to commencement of employment. Originals of all qualifications, registrations and Working With Children Check (WWCC) must be sighted and a verified copy kept on file;
- Applicants are advised of a timeframe for decision making, any feedback planned to be provided and a written offer of employment;
- Reference checking is conducted for all positions of and any pre-employment checks (eg eligibility to work in Australia, Police Check, WWCC are conducted and deemed satisfactory;
- Sufficient documentation to defend/ support the decision/s taken by the Selection Panel are kept;
- A formal offer of employment is issued;
- Short listed applicants that attended an interview are notified of the outcome;
- The Chair of the Selection Panel (or nominee) may choose to provide feedback to unsuccessful candidates.

The Chair of the Selection Panel has the authority to alter the composition of the selection panel before the selection process begins:

- Where a conflict of interest is declared;
- Where specialist knowledge or expertise is required;
- Where involving a particular person on the panel will add value to the selection process.

Where no suitable applicants are found, discussions with the Manager and CoM should occur to decide an appropriate course of action, which may include appointment of an existing staff member into a position in an 'Acting' capacity or re-advertisement.

Where a decision of the panel is not made by consensus, a majority vote will determine the outcome. Where a panel is tied, the Chair will cast the deciding vote.

### **Conflict of Interest and the selection process**

- Selection Panel members must declare any perceived, potential or real conflicts of interest to the Chair of the Panel immediately they are known. The Chair may seek a replacement Panel member at their discretion following consideration of the conflict of interest and all relevant risks and issues.
- In the case of the Chair of the Selection Panel declaring a perceived or real conflict of interest, where they believe they are unable to be impartial, they should declare this to the CoM and step down from the Selection Panel. The CoM will be responsible for appointing a new Chair for the Selection Panel.

### **Screening**

- Screening of applicants is generally undertaken by the Manager or Coordinator, depending on the position vacancy. An example, screening may occur when applicants who have not submitted a resume or Curriculum vitae, do not hold appropriate qualifications, or do not have the right to work in Australia. Such applications may be immediately screened out of the process. The Manager has discretion as to whether applications screened out of the application process are contacted and advised in writing they were not successful. This may depend on the number of applications received.
- All members of the Selection Panel should meet and/or participate in the short listing of applicants. Where the Selection Panel members are not able to meet within 5 working days from the date of applications closing, they may decide to shortlist by phone or email communication.
- The Panel should base its decision on the selection criteria specified in the position description, with internal and external applicants assessed in the same manner, and invite only those applicants who best meet the selection criteria to attend an interview. There is no minimum or maximum number of applicants that could be shortlisted.
- To ensure business and operational continuity, it may be necessary in certain circumstances to fill a vacated position expeditiously by seconding an existing employee in an acting capacity. Once the acting period has concluded, the position will be advertised. The employee who has acted in that role, is entitled to re-apply for that position.

### **Interview**

- The Chair of the Selection Panel should contact short listed applicants and invite them to an interview.
- Ideally, any / all interviews are held on the same or over consecutive days to provide consistency to the recruitment process.
- The Selection Panel may choose to include any of the following in the interview process:

- Behavioural event style questions
  - Written responses to selection criteria
  - Work samples
  - Response to a case study / workplace scenario
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- If any of the above are incorporated, they must be applied consistently to all interviews.
  - All applicants must be assessed in the same way, with the same set of questions. The questions should be designed in advance and should assess candidates against the selection criteria outlined in the position description.
  - All interviews will include a question to elicit the applicant's knowledge of Child Safe Standards, Reportable conduct and Mandatory reporting obligations. This may include:
    - Asking about the applicant's motivation to work with children
    - Discussing the applicant's motivation to work with children.
    - Discuss the applicant's approach to Aboriginal cultural safety and inclusive practices for all children and their families.
    - Ask questions about the applicant's real-life experience.
  - Candidates should not be compared to each other, but rather against the selection criteria and inherent requirements of the position.
  - The interview and selection activities must not discriminate or disadvantage applicants in any unlawful manner.
  - The Selection Panel must ensure that at least 2 referee checks are conducted. Referee checks should be based on a set of questions that directly relate to the selection criteria and assess the suitability of the applicant to perform duties set out in the position description. They should also include questions to determine the candidates
  - The Selection Panel must ensure all Occupational Requirements are met either at the time of the interview or immediately after.
  - A second interview may be conducted to ensure the best possible candidate is appointed in to the position.

## Occupational Requirements

### a. Summary of Occupational Requirements

Type of Check	Purpose of Check	Applicability	Pre-employment / Transfer Procedures	Ongoing Checking Procedures
<b>Eligibility to work in Australia</b>	To ensure immigration is fully complied with	All new staff (including casual / sessional)	Candidates must provide original / certified copy of Australian passport, citizenship or working visa	Visa expiry dates are recorded in staff file and flagged with the Finance Officer. No contract end dates must go beyond this expiry date
<b>Qualifications or Equivalency</b>	<ul style="list-style-type: none"> <li>To ensure compliance with regulatory standards</li> <li>To ensure quality delivery of services</li> <li>To determine salary level</li> </ul>	All new staff (including casual / sessional)	Candidates must provide original / certified copy of qualifications	It is the joint responsibility of the Manager and employee to ensure the employee re-qualifies if required. All updated qualifications must then be sighted and verified / certified copies kept in staff files.
<b>Pre-existing injury</b>	<ul style="list-style-type: none"> <li>To enable preparations for required work place adjustments</li> <li>To sign a disclaimer around compensation entitlement</li> </ul>	All new staff (including casual / sessional)	Pre-existing injury form to be signed at the time of signing a contract of employment and returned with the contract	N/A
<b>Police Check and Criminal Record</b>	To meet selection criteria of role and/or legislative requirements.	Only to those staff in positions that require a national criminal, check.	Candidates must provide evidence of police check before commencing employment	It is the joint responsibility of the Manager and employee to ensure the employee's Police Check is kept current and Glenroy Neighbourhood Learning Centre (GNLC) and Victoria Police are advised of any changes to personal details.
<b>Working with Children Check</b>	<ul style="list-style-type: none"> <li>To ensure compliance with WWC Act</li> <li>To ensure GNLC provides a safe environment for all</li> </ul>	All positions requiring a WWCC under legislation.	The E (Employee) Working with Children Check Card must be sighted and verified BEFORE the employee	Cost for renewal of WWCC every 5 years is the responsibility of the employee. It is the joint responsibility of the Manager and employee to ensure the employee's WWCC is current and a copy is stored in the staff file.

	children/students under 18 years of age		commences employment	The employee is responsible for advising the Department of Justice of any changes to personal details.
<b>Professional registration</b>	<ul style="list-style-type: none"> <li>To meet selection criteria of a role and/or legislative requirements</li> </ul>	Specific roles: VCAL teaching staff must hold VIT registration	Candidates must provide originals or certified copies of registration documentation BEFORE commencing employment	It is the joint responsibility of the Manager and employee to ensure the employee maintains registration. For VIT registration, the employee is responsible for annual renewal. The original must be sighted by the Manager and a verified copy kept in the staff file.
<b>Fit and Proper Persons</b>	To meet VET registration requirements	All CoM members, Manager, VCAL Coordinator	Fit and Proper Person Check – to be paid for by GNLC	Annual declaration – September each year. VRQA to be notified of any changes.

#### b. Pre-Employment screening

- (i) As part of the assessment process to determine whether a person is suitable for a particular position at GNLC a range of checks are undertaken at the pre-employment stage. The type of checks are specific to the position and aim to protect the reputation of GNLC by minimising risks associated with hiring unqualified and/or unsuitable employees. This includes hiring a Disallowed Person. These checks, in addition to referee checks, assist the Selection Panel in making an informed appointment.
- (ii) Determining the inherent requirements of a position is therefore important. Specific Occupational requirements must be identified whilst developing the position description and included in all recruitment documentation. The fact that the preferred applicant will be subject to pre-employment checks should be made clear at the time of interview and these checks should be outlined in the offer of employment letter as a condition of employment.
- (iii) Certified copies of all required documents must be produced and maintained for the employees staff file.
- (iv) All individuals subject to pre-employment screening and checks should be advised of how the information collected will be used and to whom the information will be disclosed.

#### c. Ongoing checks

- (i) While it is important that checks are undertaken at the pre-employment stage, it is also important that the currency of certain occupational requirements, e.g. professional registration, working visas, are checked on a regular and ongoing basis. There is a joint responsibility between the Manager and the employee to ensure up-to-date documentation is stored in the staff file.

- (ii) In regards to the Fit and Proper Persons check, the annual declaration must be made by the CoM.
- (iii) In conducting the checks, the employees/candidates right to privacy is maintained and all checks are only undertaken with the prior agreement of the individual concerned.

#### **d. Type of Checks**

- (i) Checks include, but are not limited to:
  - Eligibility to work in Australia
  - Qualifications check or equivalency assessment
  - Pre-existing injury declaration
  - Police checks
  - Working With Children Check
  - Professional registration
  - Fit and Proper Person Check
  - Determining if the recruit is a Disallowed Person.
- (ii) Note that not all the above-listed are undertaken for each individual but determined by the nature of the position they will hold and the duties they will undertake at GNLC. The cost of undertaking any checks is met by the employee with the exception of the Fit and Proper Person Check, which will be met by the CoM.

#### **e. Eligibility to work in Australia**

- (i) GNLC has a responsibility to ensure that all potential and current employees are eligible to work in Australia. As part of the recruitment process, proof of eligibility to work in Australia must be provided and a person cannot be offered employment, or commence work until the necessary immigration requirements are met. A contract of employment must not extend beyond the expiry date of a working visa.
- (ii) Evidence of eligibility to work includes an Australian passport, citizenship certificate or working visa. Certified copies or original documentation in relation to eligibility to work in Australia must be presented to the Manager prior to commencement of employment and verified or certified copies must be retained in the staff file.

#### **f. Qualifications check or equivalency assessment**

- (i) It is a requirement that GNLC verifies and records all essential qualifications for all positions. This is particularly important for teaching staff as, in addition to ensuring compliance with regulatory bodies, qualifications determine salary level.

#### **g. Pre-existing injury declaration**

- (i) Attached to the letter of offer of employment for all new employees is a pre-existing injury declaration form. This asks new employees, having been provided with information of the duties they are required to perform, to declare an awareness of any pre-existing injury or disease that could be expected to be affected by the nature of their proposed employment and to sign a disclaimer around compensation disentitlement in the event of failure to disclose.

- (ii) Information around any pre-existing injury, which may require adjustments to the workplace, will be referred to the CoM so that appropriate preparations can be made for the employee commencing employment.

### **Disclosing disability**

New employees will be asked if they wish to disclose a disability for purpose of reasonable adjustment and reasonable accommodation.

### **h. Police Record Check and Criminal Record**

- (i) Where a satisfactory Police Records Check is required for a position, a new employee will not commence employment without evidence of the satisfactory Check. GNLC does not conduct a Police Check on behalf of applicants; it is the responsibility of the applicant to ensure the Check is conducted. A Police Record Check is not normally required if a Working with Children Check or a Victorian Institute of Teaching registration is required, although for specific positions both may be required.
- (ii) GNLC will only ask prospective staff to disclose a criminal record if the criminal record is relevant to the particular job. For example, a fraud conviction may be relevant to a job in financial management.

### **i. Working with Children Check (WWCC)**

- (i) To ensure GNLC is providing a safe and protective environment for all children under 18 years of age who participate in programs, activities or study or educational programs provided by the Centre, and to ensure compliance with the Working With Children Act, 2005 (WWCC Act 2005), all new employees appointed must provide evidence of a current WWCC before they can commence employment.
- (ii) A WWCC is not required for those employees with Victorian Institute of Teaching and registration unless the registration is suspended or cancelled. <https://www.workingwithchildren.vic.gov.au/about-the-check/when-you-dont-need-a-check>
- (iii) A WWCC is undertaken by the Department of Justice to assess whether a person is suitable for child-related work. The WWCC only checks criminal offences relating to serious sexual offences, violent offences and drug-related offences and for details of 'relevant offences' as defined by the Act. If there are not relevant offences found in the employee's criminal history record, they will pass the WWCC and be given an Assessment Notice and WWCC card.
- (iv) It is a GNLC requirement that all staff, including teachers, Course Coordinators, the Neighbourhood House Coordinator, Administrative staff, Finance staff, the Manager, all members of the CoM and volunteer tutors need to obtain a WWCC.
- (v) Prior to commencement of new employees, the recruiting manager is responsible for viewing the original WWCC prior to commencement of employment. A photocopy of the WWCC must be stored in the staff file.

- (vi) Currency and renewal checks
- Employees are responsible for keeping their WWCC current and advising GNLC and the Department of Justice of any changes to their personal details.
  - The cost of ongoing renewal of checks will be the responsibility of the employee, volunteer or CoM member.

**j. Professional registration**

- (i) Some positions require staff to have professional registration and therefore evidence of this is required. For example, VCAL teachers may be required to hold current Victorian Institute of Teaching registration. A copy of the current VIT registration is kept in the staff file, it is the joint responsibility of the Manager and the employee to ensure the employee re-registers as required, and updated details of their registration are provided to the Manager.

**k. Fit and Proper Persons Check**

- (i) In line with legislative requirements, namely VRQA registration, Fit and Proper Person Declarations are required for the Manager, the VCAL Coordinator and CoM members. This Check includes criminal charges or convictions, bankruptcy search and a search of the banned persons list to ascertain whether the candidate has ever been disqualified from managing corporations.
- (ii) Once employed, evidence will be kept in staff files. For CoM members, evidence will also be stored in their file. Hard copies are stored securely in the Administration office.
- (iii) The relevant legislative bodies must be notified at any time of any changes, which may affect GNLC ability to meet the standards required under legislation, e.g. a change in the incumbents of these senior positions, or an individual's situation in regards to meeting the Fit and Proper Persons check requirements.

**l. Disallowed Person Check**

GNLC will gather information on two points to determine if the recruit is a Disallowed Person.

- (i) GNLC will review an applicant's employment history to check if the applicant has been employed at an organisation that has had its registration cancelled.
- (ii) If yes, through employment checks, position descriptions and referee checks GNLC will determine if the applicant was a Relevant Person within that organisation and if their position was relative to the cancellation of that organisation's registration.

**m. Referee Checks**

- (i) It is mandatory that a minimum of two referee checks are obtained in relation to preferred candidate(s) for all recruitment and selection processes, regardless of whether the preferred candidate is a current GNLC employee. Further checks may be required at the discretion of the Chair of the Selection Panel.





- (ii) Reference checking is usually the final selection activity conducted prior to appointment. Referee checks must be undertaken via telephone or in person. Under no circumstances should written references be the only form of reference check conducted.
- (iii) References must be from the applicant's current or most recent employer and the referee must have personally observed the applicant's work with Children or Young People.
- (iv) Referee checks should determine the applicant's suitability to work with Children and Young People. Suitable questions could include:
  - Have you observed the person interacting with children?
  - Can you describe the types of relationships and interactions the person has had with children?
  - Would you employ the applicant again?
  - Do you have any concerns about the applicant working directly with children?
  - Are you comfortable knowing the applicant could sometimes be alone with children?
  - Can you give an example of a time when you observed the applicant managing children's behavior?
- (v) The Chair of the Selection Panel (Or nominee within the Selection Panel) is responsible for conducting reference checks. The Chair must ensure that reference checks are obtained lawfully and in relation to Privacy regulations, are conducted in a non-discriminatory manner, in keeping with anti-discrimination law, and are based only on the selection criteria, inherent requirements, and selection criteria for the advertised position.

## Post Selection

### Notification and feedback to Applicants and Candidates

- The Chair of the Selection Panel following short-listing, unless the Chair of the Selection Panel makes other arrangements, will notify applicants not shortlisted in writing via email.
- The Chair of the Selection Panel (and/or a delegated nominee of the Panel), is authorised to provide feedback to unsuccessful applicants.
- The Chair of the Selection Panel (and/or nominee on the Panel) may give brief verbal feedback to unsuccessful external candidates who attended an interview. Formal written notification may also be sent.

### Offer of employment

- The preferred candidate will be advised of their status as being recommended as the preferred candidate by the Chair of the Selection Panel.

### Commencement

- An appointment must be formally offered and accepted by the candidate prior to the commencement of duties.

## Document Management

### Documentation of Selection process

- Documentation in relation to all stages of the selection process must be managed in accordance with GNLC Records Management Policy, Privacy Policy and relevant legislation.
- The Chair of Selection Panel must ensure that accurate and complete records made for all recruitment and selection processes are stored for a period of at least twelve months and then ensure secure destruction of documents such as short listing notes, annotations made on individual applications, Interview questions / responses and notes made by individual Selection Panel members.
- The Manager must retain private, secure records for all appointments including:
  - Evidence of suitability against selection criteria, including referee checks.
  - Completed induction checklist
  - Evidence of any mandatory internal training.
- The Manager may securely retain copies of applications to facilitate further recruitment if other vacancies become available.
- The following documents should be stored in Staff files:
  - Signed letter of Offer
  - Contract of Employment, including Position Description
  - Evidence of eligibility to work in Australia
  - Evidence of essential qualifications
  - WWCC and /or VIT registration (as required)
  - Evidence of other Eligibility checks
  - Curriculum Vitae
  - Currency and Competency Matrix
- The following are documents are required for payroll purposes:
  - Employee Details Form (including banking, superannuation and personal details. To be signed by both the Manager and new employee)
  - Tax file declaration

### Complaints about the process

Complaints about the process can be made in writing to the Manager or CoM.

## Relevant Policies and Procedures

- Recruitment and Selection Policy
- Privacy Policy
- Records Management Policy and Procedure

## Relevant Legislation

- Child Safe Standards and requirements of the Child Wellbeing Act 2005
- Child Safety Standards 2016
- Children Youth and Families Act 2005
- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Disability Discrimination Act 1992
- Privacy Regulations 2013
- Fair Work Act 2009

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