



TITLE	Staff Recruitment and Selection Policy
VERSION NUMBER	3
APPROVAL	
RESPONSIBILITY	The Board of Management
REVIEWED	SEPTEMBER 2022

Purpose

To outline the identification and advertisement of vacancies and the recruitment, selection and induction practices used at Waminda Community House for the employment of paid staff

Basic Beliefs

- Waminda Community House should use the model of recruitment practices which are transparent and embody the principles of merit and equity
- A person who is employed by Waminda community House will make a commitment to uphold the values of the organisation

Definitions

The term, 'recruitment' covers the identification and advertisement of vacancies and employment of paid staff and their induction to the organisation

Guidelines

The recruitment practices used at Waminda Community House will comply with the requirements of the Fair Work Australia Act (2009), the Equal Opportunities Act (2011) and the O.H. & S Act (2004)

Implementation

- The Board will determine any vacancies for staff and will ensure that any position is funded, and contributes to the achievement of the organisation's vision, mission and goals.
- When a vacancy is approved by the Board, a position description will be prepared, which includes a description of the job, its key requirements, Waminda's general expectations of staff, the conditions of employment, the qualifications and experience required and the key selection criteria pertaining to the position.
- All applications will be in writing, be expected to directly address the key selection criteria and be submitted by post, or email to the Chairperson of Waminda Community House by an agreed date
- A current resumé or curriculum vitae (CV) will be provided by all applicants
- All applicants will need to have a current driver's licence, a current National Police Check Certificate and a current Victorian Working with Children's Check
- The Board Chairperson will form a 'selection panel' of at least three people with appropriate skills and experience relevant to the recruitment for the particular position
- All applicants are required to nominate at least three confidential referees whom the 'selection panel' can contact to verify their bona fides, skills, experience and suitability for the position.
- All vacancies will be advertised in the local paper (Benalla Ensign), online or with any other newspapers (if need be) with the details of the position and closing date of the applications.
- A notice of any advertisement will be placed on the Waminda community House notice board

- The receipt of all applications will be acknowledged in writing immediately following the closing date of the applications
- The 'selection panel' will consider all applications within five days of the closing date of the advertised position
- Applicants who are unsuccessful in gaining an interview will be advised as soon as possible after the advertised closing date for applications
- The deliberations of the 'selection panel' must remain confidential
- The 'selection panel' will report its decision in writing to the Board
- The successful applicant will be notified by the Board Chairperson and a letter of employment and contract will be forwarded to the new employee within five working days of the notification
- The unsuccessful applicants (who were interviewed), will be verbally notified by the Board Chairperson and a letter sent to them as soon as possible after their unsuccessful application.
- Feedback will be given to them in due course, if requested.
- An agreed probationary period will be put in place for the successful applicant to ensure that both Waminda Community House and the employee are satisfied with the role and that it is being performed to a satisfactory standard.
- An induction of the new staff member will occur, which will include, but not be restricted to the following:
 1. Business overview, including VNH and GNEACC information
 2. A work safety plan
 3. A list of programs and services
 4. IT system orientation
 5. A copy of the Fair Work information statement (employees)
 6. A copy of the emergency evacuation plan
 7. O.H.&S. procedures
 8. The Waminda Community House Policy folder
 9. The Employee details form
- The induction of the new employee will be conducted within four weeks of the commencement of the position by the House Coordinator, (or Chairperson if it is the coordinator's position and a handover cannot be arranged) and acknowledged in writing by the new employee once completed.
- The Board will monitor the performance of employees through their performance plans, time sheets and by anecdotal records

Relevant documentation

1. Fair work Australia Act (2009)
2. Equal Opportunity Act (2011)
3. O.H. & S. Act (2004)
4. Induction Checklist
5. Employee information sheet
6. Probation report documents