



*Central Highlands Association of Neighbourhood Houses*  
**Staff Recruitment, Selection and  
 Screening Policy**

**Document Control**

<b>Policy Title:</b>	Staff Recruitment, Selection and Screening		
<b>Policy Number:</b>	HR003	<b>Version Number:</b>	1b
<b>Date Ratified:</b>	24.01.2018	<b>Review Date:</b>	March 2019

**Relevant standards, legislation and other documents:**

- Incorporations Act
- Victorian Human Rights Charter
- DHHS Service Agreement Information Kit

<b>Definitions:</b> (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

**Central Highlands Association of Neighbourhood Houses**

## **Policy Declaration**

CHANH recognizes the importance of employing the most suitable applicants to work in our organisation. Recruitment methods must be fair, transparent and effective.

### **Purpose:**

This policy supports staff to be provided with the information and training required for their role.

### **Owner:**

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

### **Application:**

This policy applies to the Executive Committee and/or any persons involved in the recruitment of short or ongoing term employees for the CHANH. This policy is for the general information of member organisations and the public.

## **Policy Rationale**

CHANH is committed to providing high quality support and services to our membership and the success of the CHANH relies on its ability to attract the best staff and volunteers available.

CHANH will ensure it has the best opportunity to attract the best available staff by:

- Maintaining accurate and up to date position descriptions, including information regarding requirement for up to date Police Check and Working with Children's Check.
- Advertising all vacant positions broadly in a timely and appropriate manner, accurately reflecting the nature of the position and the values of our organisation, and applicant screening requirements
- Ensuring an appropriate staff selection framework is developed for all positions to ensure that objective means of selection are applied to all vacancies, including assessment of applications against specific and objective key selection criteria which reliably measure and assess the applicant's ability to successfully perform the requirements of the position
- Screening and vetting applicants to ensure applicants are a good fit for our organization and can be entrusted with the duties of the position, as well as pass Police Check and Working with Children Check requirements
- Maintaining a great work environment, supported with great management and free from harassment and discrimination
- Maintaining confidentiality and the privacy of each applicant at all times

All recruitment and selection procedures and decisions will reflect CHANH's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. In line with the CHANH Safe Workplace Policy, no regard

will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinion

## **Procedures**

### ***Interview Panel***

The interview panel shall be selected on a case by case basis and shall be dependent upon the specific role. It should be comprised of three members and must include at least one Executive Committee member and one person with expertise in Community Development.

### ***Selection***

- The panel will shortlist applicants for interview against the key selection criteria. Applicants who do not meet key selection criteria, qualifications and/ or experience requirements will not be selected for interview. If no potential candidates are available the position will be re-advertised.
- The panel will compose interview questions and other methods by which to assess applicants, based on the job description (including qualifications and experience, duties, hours of work and terms of employment), selection criteria for the position and other documented standards and resources for staff appointments.
- Unsuccessful applicants will be notified by letter no later than three weeks after the successful applicant has returned the signed Contract of Employment.
- Staff and volunteers should not be advised of the outcome of the selection process until the chosen applicant has accepted the position in writing.
- All personal documents of job applicants should be retained for three months.

### ***Screening***

- Based upon satisfactory referees, the Selection Panel shall make a recommendation of appointment to the Executive Committee who shall have the responsibility for consideration. If the Executive Committee refuses the recommendation the Selection Panel may provide a second recommendation or recommend to re-advertise.
- The Chair of the Selection panel shall make an offer of employment (subject to a successful Police Check and Working With Children Check) to the approved applicant - first by telephone and, upon acceptance, in writing. The offer of employment shall include:
  - a Police Check form for signature
  - Working With Children information and process
  - Contract of Employment with includes the starting date of employment, place of employment, hours of work, time in lieu, duties, salary award, dress code, confidentiality, probationary period, remuneration, superannuation and termination conditions.
  - Tax File Number Form
  - Superannuation Choice Form
  - Employee Details form

- The Contract of Employment will become valid once:
  - the contract has been signed by the approved applicant and returned and co-signed by the Chairperson of the Executive Committee and
  - a completed Police Check form has been submitted
  - a completed Working With Children Check has been submitted

CHANH will be responsible for the payment of the Policy Check and Working with Children's Check fees, if the applicant cannot supply up-to-date documentation. If either the applicants Police Check or Working With Children's Check are returned with unsatisfactory results the Executive Team will discuss the results with the applicant and decide whether to continue with the appointment.

### ***Probation***

Successful applications will be employed with a probation period of six months. At the end of the probation period the appointment will be reviewed. During the probation period either party is able to terminate the appointment to immediate effect.

## **Related Organisational Policies and Procedures:**

- Employee Position Description
- Employee Accommodation and Safe Workplace Policy
- Privacy Policy
- Employee Details Form

## **Responsibilities**

### **Executive Team:**

- To implement and monitor policy

### **Members:**

- To be informed of the Policy Development Policy
- To participate in policy reviews as required

### **Staff:**

- Implementation of policy, as outlined in position descriptions
- Participation in policy review as required

## **Breach of Policy**

A breach of this policy may result in disciplinary action up to and including termination of employment.