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Recruitment and Selection Policy

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Next Review Date	January 2029
Responsibility	Manager Corporate Services

PURPOSE

To provide guidance and assistance to all managers and supervisors involved in recruitment, selection and promotion of employees at Whitehorse Manningham Library Corporation (WMRLC).

OBJECTIVE

- To ensure decisions are uniform across the Corporation.
- To make decisions consistent with legislative requirements.
- To recruit staff on a principle of merit.

1. GENERAL PRINCIPLES

The Corporation is committed to ensuring that recruitment and selection decisions are based on the principle of merit. Employees will be selected on the basis of whether they have the right skills, qualifications and other talents that are required to do the job.

The Corporation is an equal employment opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal opportunity laws and consistent with the Corporation's Equal Opportunity Policy.

WMRLC is committed to child safety and all recruitment and selection must be in accordance with the Corporation's Child Safe Policy.

All appointments are subject to the approval of the Corporation's Chief Executive Officer (CEO).

The conditions of employment for employees of WMRLC are as described in the WMRLC Enterprise Agreement.

2. DEFINITIONS

2.1 Recruitment

Recruitment is the process of defining the job needs and attracting appropriate candidates to fill vacant positions. Successful recruiting is well planned, specific in desired outcomes and targeted to the correct pool of applicants.

2.3 Selection

Refers to the decision making process of assessing and appointing the most suitable candidate.

3. RESPONSIBILITIES

3.1 Corporation Responsibilities

WMRLC has a responsibility to:

- Ensure that all decisions relating to recruitment, selection and promotion are based on merit and fairness.
- Make decisions that are compliant with relevant legislation.
- Ensure Position Descriptions accurately reflect the requirements of a role and are appropriately remunerated.
- Make decisions relating to recruitment that support the achievement of the organisational objectives.
- Ensure all people engaged in child-related work are appropriately skilled, reference checked and police checked.

3.2 Managers and Supervisors

Managers and supervisors have the responsibility to:

- Ensure that their actions relating to recruitment, selection and promotion are based on merit and fairness.
- Comply with the Corporation's policies and codes of conduct.
- Consult with the CEO and/or the Corporate Services department on all matters relating to recruitment and selection of employees.

4. GENERAL RECRUITMENT AND SELECTION PROCEDURE

Managers and supervisors should refer to the general recruitment procedure outlined below when an employment vacancy occurs. Corporate Services staff should refer to the *HR Recruitment Procedure Manual (DOC/18/6329 [v3])* for specific details relating to process and compliance.

4.1 Vacancy Assessment

The relevant manager, in consultation with the CEO, is required to review the role and the function of the position to determine its' relevance to the operational needs of the Corporation. The vacancy should also be assessed in line with recommendations made in the People and Skills Strategy. Consideration should be given to the appropriate

status of engagement for the position (i.e. limited term vacancy, ongoing, full time or part time appointment).

A job analysis assessment must be completed and submitted to the CEO before approval to recruit is confirmed. The analysis template can be found at DOC/22/2485[v2].

In some instances, it may be appropriate to engage external recruitment services to assist with part or all of the recruitment process. This must be approved by the CEO prior to engagement and should form part of the vacancy assessment.

4.2 Position Description Review

Every position must have a Position Description that accurately reflects the requirements of the job. The relevant Manager should liaise with Manager Corporate Services (MCS) to ensure that the Position Description has been reviewed, updated and approved prior to the advertising of the vacancy.

4.3 Advertising

Once approved by the CEO, all permanent vacancies are required to be advertised.

All advertisements will be prepared in consultation with the MCS and should include:

- Title of the position
- Summary of the role
- Information relating to application requirements of candidates (eg. Resume, response to Key Selection Criteria etc.)
- Who and how to submit an application
- Details of where to obtain the relevant Position Description
- WMRLC is an equal opportunity employer
- Contact person for further information
- Closing date for receipt of applications

4.3.1 Internal advertising

All permanent vacancies must be advertised internally via staff noticeboards and the intranet. Employees on leave can nominate to be notified when vacancies are advertised.

Current employees are encouraged to apply for suitable positions as they arise. Each application will be assessed on its merits, based on the selection criteria required for the position.

4.3.2 External advertising

The relevant Manager, in consultation with the CEO, will undertake an assessment of the skills, experience and knowledge within the Corporation to determine if a position needs to be advertised externally.

Positions may be advertised internally and externally concurrently.

An advertising medium appropriate to the vacant position will be engaged. Advertising of vacant positions will be managed by the Corporate Services department.

4.3.3 Expressions of Interest

Calling for expressions of interest may be used as a recruitment tool under the following circumstances:

- To create a pool of potential applicants for casual roles
- To offer the opportunity to current part time employees to vary their hours
- To offer current staff secondment opportunities

The following procedures apply:

- All expressions of interest must be accompanied by a completed prescribed form stating availability if applicable
- All expressions of interest from external applicants must also include a resume
- All expressions of interest will be assessed according to merit and operational needs
- Interviews will be held where there are multiple expressions of interest that meet operational requirements
- All expressions of interest will be kept on file for a period of 6 months

4.4 Enquiries

General enquiries in response to advertised vacancies will be managed by the Corporate Services department. Enquiries relating to the specific details of the role and its' responsibly will be referred to the designated manager or supervisor.

4.5 Selection Panel

The Manager Corporate Services in consultation with the CEO will determine the selection panel. Wherever possible the panel will consist of three people, with at least one panel member having detailed knowledge of the requirements of the job. There may be instances where a different number is more appropriate. In some circumstances it may be relevant to include an external person on the selection panel.

Members of the selection panel must declare any real or perceived conflicts of interests prior to the assessment of a candidate's suitability.

4.6 Assessment of Applications

The selection panel will review the job applications in order to short list applicants who best meet the selection criteria for the position. Other than in exceptional circumstances, applications submitted after the closing date will not be accepted.

All applications will be recorded and assessed using the Selection Criteria Response Matrix that will be provided by Corporate Services. All applicants will be considered on their merits against the selection criteria.

Members of the selection panel must declare any potential conflicts of interest they have in relation to the applicants being assessed. If necessary a member of the selection panel may be replaced in order to negate a potential conflict of interest.

Any known conflicts of interest in relation to an applicant and the role and responsibilities of the vacant position must be considered by the selection panel.

The selection panel should complete the shortlisting process within the specified time after the closing date. Arrangements should be made for interviewing candidates who have been short listed. Any special requirements should be confirmed with the candidates. As a general rule, it will be the Corporate Services department that will contact short listed applicants to schedule interview times.

4.7 Interviews

The selection panel are responsible for preparing the questions to be asked at interview. The question templates are to be used as a guide. The questions should be restricted to those that are relevant to the position. Questions that may indicate an intention to discriminate or harass will not be tolerated.

Panel members should ask comparable questions of all applicants. Each applicant's responses should be documented and rated against the selection criteria.

The interview must include information for the applicant about the next steps in the selection process and the expected time frame for completion. Permission from the applicant to contact any nominated referees must be obtained during the interview.

Panel members must maintain strict confidentiality about candidates and/or panel progress at all times.

4.8 Selection of Recommended Candidates

Following the completion of all interviews the panel must:

- Ensure scores allocated by each interviewer for each selection criteria are transferred to the *Candidate Overall Rating* form and tallied.
- Agree on recommended candidate(s).
- Determine who will carry out the reference and qualifications checks.
- Document all referee checks using the *Referee Check* form (DOC/18/5671).
- Confer with each other after reference checks to make sure that they are satisfied with the decision.
- Inform the MCS of the panel's recommendation.
- Complete recommendation to appoint form (DOC/22/2041)
- Return all paperwork relating to the recruitment and selection of applicants to the MCS.
- Submit recommendation to appoint form (DOC/22/2041) to the CEO for approval.

4.9 Offer of Employment

The Manager Corporate Services will draft a letter of offer, with the approval of the CEO.

- Verbal offers will be made based on this document.
- A verbal offer must be made prior to sending the letter of offer to the applicant.
- The successful applicant is required to sign the letter to accept the offer of employment before commencement.
- Unsuccessful applicants must be notified (email is acceptable) and be offered an opportunity to contact the relevant manager for feedback. In some instances, it may be more appropriate to call the applicant to advise of the outcome; for eg. internal applicants.

4.10 Conditions of Appointment

All new appointments are subject to a satisfactory Police Check and Working with Children Check; refusal to do so will result in withdrawal of the employment offer. Where relevant, offers of employment may be subject to the following conditions:

- Pre-employment medical check
- Provision of relevant documentation confirming qualifications
- Provision of relevant visa or documentation confirming eligibility to work in Australia

4.11 Working with Children

All employees engaged to deliver children's programs and activities must:

- Have a valid Working with Children Check
- Complete a satisfactory Police and Reference Check
- Adhere to the Corporation's Child Safe Policy and Reportable Conduct Policy

5. INDUCTION PROGRAM

All new employees will undertake an induction program at the commencement of their appointment. The Corporate Services Department will coordinate the induction program in consultation with the relevant manager or supervisor.

6. PROBATIONARY PERIOD

New employees are appointed with a probationary or qualifying period; supervisors are responsible for monitoring performance during this period and consulting with the relevant manager regarding any performance issues. Refer to the *Probationary Guidelines for Supervisors* (DOC/19/2792) for more information.

After the probationary period has been met, new employees will receive a letter confirming their appointment.

7. UNSOLICITED APPLICATIONS

All unsolicited employment applications are to be forwarded to the Corporate Services department. Unsolicited applications will be responded to advising that their application will be kept on file for a period of six months.

8. PRIVACY

As set out in the Privacy Policy, the Corporation respects and complies with its obligations under privacy legislation.

All applications and information gathered about applicants will be stored securely throughout the selection process as per the *Privacy and Data Protection Act 2014*.

Any personal information gathered about unsuccessful applicants will be retained for six months after which it will be destroyed securely.

All applicants have the right to request their application be removed at any time.

All recruitment documentation must be stored securely in Content Manager, with the appropriate security controls. A recruitment folder must be set up for each role that is advertised. Refer to HR Recruitment Procedure Manual for further information.

9. RELATED WMRLC POLICIES AND DOCUMENTS

- Information Privacy Policy
- Equal Opportunity Policy
- Child Safe Policy
- Code of Conduct – Employee
- Staff Handbook
- Staff Development Policy
- Corporate Services Recruitment and Selection Procedures
- Position Descriptions
- WMRLC Enterprise Agreement

10. STATE AND COMMONWEALTH LEGISLATION

10.1 Victoria

- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities Act 2006
- Privacy and Data Protection Act 2014
- Health Records Act 2001

10.2 Commonwealth

- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Age Discrimination Act 2004
- Fair Work Act 2009

11. REVIEW DATE

This policy will be reviewed as required.