



## Staff Recruitment Policy

Policy number	24	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
<b>Review History:</b>			
Date:	14/7/2020	By:	Secretary
Date:	21/9/2022	By:	President

### INTRODUCTION

The success of Gallipoli Barracks Community Centre relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

### PURPOSE

The Staff Recruitment Policy has been established to ensure Gallipoli Barracks Community Centre has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers.

### POLICY

Gallipoli Barracks Community Centre is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

Gallipoli Barracks Community Centre will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.

Gallipoli Barracks Community Centre will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

Gallipoli Barracks Community Centre will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

Gallipoli Barracks Community Centre is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect Gallipoli Barracks Community Centre's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

**AUTHORISATION**

*Carl Smith*

Committee Secretary

Date:

01/06/2023





## Staff Recruitment Procedures

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### RESPONSIBILITIES

It shall be the responsibility of the **President** (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of **Committee Members** to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels are determined and authorised;
- All roles have current position descriptions that specify role requirements and selection criteria.
- All members are aware of their responsibilities in the recruitment and selection process;
- Members are given continuous support and guidance in regard to recruitment and selection issues.

### PROCEDURES

#### Pre-Recruitment Activities

When it becomes necessary to recruit for a position, the Committee should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the Committee. Once the new position description or amendments have been drafted, it should be voted on by the Committee and approved by the President and/or Committee. Selection criteria will be drawn up based on the basis of a position statement.

Where the position description is for a new role, the Committee will review and evaluate the position and draw up a position statement that will then be approved by the President and/or Committee.

Prior to commencing the recruitment process, the responsible Committee Member is required to gain approval from the Committee.

### **Direct Internal Appointments/Promotions**

In situations where the Committee wishes to promote an employee who meets the specific selection criteria for the vacant position into the internal vacancy, the appointment must be authorised by the Committee.

### **Internal Advertising**

Where appropriate, Gallipoli Barracks Community Centre will advertise all vacancies internally.

Exceptions to this rule may occur when:

- The position is of such a specialised nature, and / or appropriate skills are not available within the organisation; or
- There is a need to make a direct appointment or promotion into the vacant position.

Upon receiving approval for the vacant position, The Committee will advertise the available position internally. Internal advertisements should include the following:

- Position title;
- Outline of the position;
- Skills required for the role;
- Closing date for applications.

All internal applicants should forward a current copy of their resume, together with the covering letter, to the applicable committee member for acknowledgement, consideration and processing.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position by the Committee.

### **External Advertising**

Where a position cannot be filled internally or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks and on relevant websites.

Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by the President.

If required, the Committee will prepare an appropriate recruitment advertisement for the position and submit it for review and approval by the Committee. The Committee shall then administer the placement of the advertisement and monitor applications received.

### **Screening Applicants**

Resumes must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for an interview.



Where appropriate police checks must be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process.

References shall be sought, where appropriate. Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

Any checks which may form part of the selection process should be conducted prior to issuing an offer of employment.

### **Conducting Interviews**

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the President or their nominee and the relevant committee member.

If any committee member finds that they are assessing any applicant where there is a perceived or actual conflict (eg. Where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

### **Reference Checking**

Committee Members are to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment being extended to a candidate.

Details of the reference checks should be attached to the candidate's application for future reference.

### **New Starter Paperwork**

If an internal candidate is selected, the Committee is required to notify the successful candidate. If an external candidate has been selected, the Committee is to make a verbal offer to the candidate.

To authorise the commencement or transfer of an internal employee, the Committee should ensure that all recruiting documents are completed and returned to the Secretary for filing.

The Secretary will prepare a written letter of offer for the successful candidate. The letter of offer and or contract of employment will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee.

Once the Secretary has received the candidate's signed letter of offer, the Committee is to notify all unsuccessful candidates.

The Committee is responsible for liaising with the Secretary to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee.

The Secretary will forward an induction kit to the new employee for their completion.

### **Records and Correspondence**

All contact regarding the position is to be directed through the office, with all applications marked "Confidential".

Letters/emails of acknowledgment should be posted to all applicants prior to the short-listing of final suitable applicants. Short-listed but unsuccessful applicants should be advised that

their CV will be retained by the Centre for future reference, unless the applicant advises otherwise.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be sent a written letter advising them that their application has been unsuccessful.

## RELATED DOCUMENTS

- [Staff Induction Policy](#)

## AUTHORISATION



Committee President

Date: 1/6/2023

## INTERVIEW GUIDELINES

The purpose of an interview is to provide and obtain information that will assist in making a decision about a candidate's suitability.

Whilst each interviewer will develop their own interviewing styles, there are a number of essential characteristics of an interview that must be present in all interviews.

### Prior to Conducting the Interview

Review the candidate's resume before commencing the interview. This will help you feel more comfortable when the candidate arrives.

Review the similarities or differences in qualifications relating to the performance factors of the job, including:

- education or basic paper qualifications for the job;
- related work experience and areas of specialisation;
- additional experience (such as special interests or volunteer activities) in which the candidate might have developed skills related to the position.

### Conducting the Interview

Asking questions is an important part of the interviewer's role; it is not, however, their only responsibility. A good interviewer must also:

- reduce communication barriers;
- maintain control of the interview;
- ensure that the candidate reveals what the interviewer wants to know, not simply what the candidate wants to tell; and
- create a friendly, conversational atmosphere.

Having the candidate respond to questions and prompts will encourage them to do most of the talking while the interviewer ensures that all relevant topics are covered. The interviewer may be required to ask a question a second time by re-phrasing it or by returning to a particular topic at a later point in the interview.

While each interviewer develops a particular style, the following steps provide a useful guide to the structure of an interview.

## **Step 1: Set the Stage**

It's important to create an interviewing environment that allows a candidate to put their best foot forward. An interviewer will be able to gain more information in a comfortable setting and the candidate will be left with a favourable impression of the organisation.

- Make arrangements for a private meeting room in which to conduct the interview.
- Do not allow interruptions (e.g. telephone calls etc.).
- Interviews are more comfortable if conducted in an informal "around the table" setting rather than across a desk, particularly when more than one interviewer is involved. Position the candidate so that they can comfortably direct conversation to anyone in the room.
- Introduce yourself and all members of the interview panel to the candidate (the panel members may prefer to introduce themselves).
- Body language should be relaxed and open.
- Be friendly and courteous throughout the interview. The tone should be like a slightly structured conversation.
- Sometimes it helps to begin by entering into a general conversation, for example talking about the organisation and then asking the applicant to give a summary of their background.

## **Step 2: Outline the Agenda**

Outline for the candidate the structure that the interview will take. This will help them to relax and will put the interviewer in control of what is to follow.

- Identify areas to be covered (e.g. the duties and responsibilities involved in the job; the candidate's education and experience and how they relate to the position; the use of hypothetical situations).
- Suggest the length of time that the interview is expected to take, and any additional time that might be spent touring the work site etc.
- Provide the candidate with a description of the duties and responsibilities of the job and an overview of the workings of the organisation.
- Avoid confusing or overly technical language. Don't oversell the job or mislead the candidate about the actual duties and responsibilities involved or the future growth expectations of the position.
- Advise the candidate that there will be an opportunity later in the interview for them to ask questions or add information that may not yet have been covered.



### **Step 3: Gather Information**

Following core questions will provide structure and should take up most of the interview time; however, some flexibility is necessary to allow for follow-up questions and for questions that will arise out of each candidate's documentation. This helps to create a comfortable, relaxed tone.

Listen for evidence of both positive and negative behaviour and focus on one specific performance factor at a time. Analyse how well those behaviours and skills would carry over to the position.

The interviewing process may take some time to master, but it can be extremely effective. Probing is particularly necessary when there are gaps in the candidate's life/work history, when inconsistencies appear or when the candidate changes the subject or is evasive.

### **Step 4: Welcome Added Information and Answer Questions**

In the later stages of the interview, the candidate may have specific questions about the job, department or the organisation itself. A detailed discussion should be reserved until this point, so that the candidate won't simply tailor their answers to suit the position. This is a good time to probe for more detailed information, such as:

- "Now that I've described the job, do you have any relevant skills that we haven't yet heard about?"

Thank the candidate for coming to the interview and explain the time frame for decision-making and what the next step in the process will be.