

# Policy on Staff Selection

Date adopted.....04/06/2018.....

Latest date for review.....23/06/2019.....

## **1. BACKGROUND**

OptimumChoice will conduct its business honestly and ethically. We will constantly improve the quality of our services and create a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment.

OptimumChoice was established for providing quality services to improve the lives of people with disabilities in order that their individualities are recognised, and their safety is paramount.

OptimumChoice is a disability services organisation, which is governed by a management, Corporations Act and our policies.

## **2. PURPOSE**

OptimumChoice was established for providing quality services to improve the lives of people with disabilities in order that their individualities are recognised, and their safety is paramount.

The purpose of this policy is to outline the code of conduct in staff selection and recruitment process to ensure that the best candidate for the position is recruited. The policy ensures that employers regard the Equal Opportunity Act (1984) and adhere to the Human Resources Standards.

## **3. POLICY STATEMENT**

Selection of staff will be based on merit in order to select the best person for the job on the basis of job-related criteria.

## **4. GUIDING PRINCIPLE**

In accordance with Human Resources Standards, ethical considerations involved in Staff Selection include:

- The principle of Merit (Choosing the best person for the job)
- Avoidance of unjustifiable discrimination
- Natural justice and fair treatment
- Ensuring that pre-conceived ideas about who may be the best applicant are swept aside to allow a truly objective assessment and decision to occur.

## **5. PROCEDURES**

### **(a) Staff selection Guidelines**

- Selection Criteria must be based on the duties outlined in the Job Description
- Information kit to be made available for applicants before the selection process takes place. The Information Kit must include specific information about the Organisations Mission, Values, and Vision. It should also include a clear explanation of the selection process and all specified requirements from the applicant.
- The applicant must address the Selection Criteria, according to the specification and provide all Forms and Documentations as requested in order to obtain an interview.
- The selection process is carried out by a selection panel on the basis of assessing the application against the selection criteria. No other criteria can be used.

### **(b) The Selection Panel**

- The selection panel must be informed before the job is advertised for. The members of the panel must review the selection criteria and other information on the Job Description Form and understand their relevance to the position.

- The selection panel must consist of a minimum of three people and have both male and female representatives. There should be a cultural representation where appropriate.
- As a general rule, the panel should interview all applicants who meet the selection criteria. However, if there is a larger number, the most competitive may be chosen, provided that there is a wide enough field to give the panel a fair view of the applicant pool.
- Interviews, tests, exercises must be structured consistently, with each applicant being given the opportunity to respond to similar questions. This standardised approach does not prevent panel members pursuing individual questioning but does provide a process that is equitable.
- The selection panel should attempt to arrive at a consensus on the best applicant.
- The selection report should be thorough and follow an official format to ensure consistency and fair and equitable treatment to all applicants.
- The selection panel is not limited to the referees nominated by the applicant and has the right to contact the applicants' current employer, provided that the applicant is informed and has the right to respond to the comments provided by the referee not nominated by him or her.

### **Related Documents**

Job Description Form for Community Support Worker

## **6. REVIEW OF THE POLICY**

This policy will be reviewed on a bi-annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately.