

**DV**  
*East*

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**MEMBER AGENCY RECRUITMENT KIT**

**JULY 2008**

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The material used in this kit has been drawn from three core resources:

- IWDVS Recruitment Kit: Immigrant Women's Domestic Violence Services (January 2008)
- Orientation & Induction Framework: Family Access Network (January 2008)
- Shekinah Homeless Services: Document Management & Control Framework (October 2006)

DV East Inc. gratefully acknowledges the work of these organisations and their willingness to share these with DV East member agencies.

## 1. DV EAST RECRUITMENT POLICY

### POLICY STATEMENT

**DV EAST MEMBER AGENCIES ARE COMMITTED TO THE RECRUITMENT OF STAFF WHICH AIMS TO ENSURE THAT THE PRINCIPLES OF EQUITY AND MERIT PREVAIL AND THAT THE PROCESS IS FAIR, EQUITABLE, AND REASONABLE AND WILL ENCOURAGE AN ATMOSPHERE OF SELECTION BASED AROUND THE KEY CRITERIA FOR POSITIONS AND ORGANISATIONAL FIT. IN MAKING EMPLOYMENT DECISIONS, SELECTION COMMITTEES WILL ABIDE BY EQUAL EMPLOYMENT OPPORTUNITY (EEO) PRINCIPLES AND INDUSTRY PROFESSIONAL STANDARDS.**

### APPLICATION

#### Overview

Personal information on individual applicants may be collected and stored for the purpose of recruitment. While some exceptions exist, this information will only be used and disclosed for the primary purpose of its collection. For more information and details please refer to the DV East privacy and confidentiality policies.

A uniform and consistent format will be used for advertising positions compliant with all relevant legislation and statutory requirements. Organisations will ensure that all staff are advised of new vacant positions being advertised externally.

#### Process

- Position Vacancy file opened for all documents relating to the advertisement and selection process.
- Position Description reviewed and updated if necessary
- Salary level benefits, awards and benchmarks are classified.
- Position advertised in relevant internal/external publications and websites (e.g. infoxchange)
- All applications are to be acknowledged within 3 working days of receipt.
- Selection committee formed, selection criteria made available to members and initial screening of applications undertaken.
- Short list applicants to be advised and scheduled for interview.
- Unsuccessful applicants to be advised if not short-listed for interview.
- Interviewed applicants are to be advised by telephone of outcomes within 3 working days of selected applicant accepting offer of employment.
- Offer of employment is subject to receipt of satisfactory Police Check and Working with Children Check which is made clear in the interview and letter of offer.

### Reference Checks

After candidates sign a 'Referee Check Authority', an agreed member of the interview panel contacts nominated referees and obtains detailed reports on all potentially suitable interviewees (notes to be recorded and retained in employee files).

### Equal Employment Opportunity (EEO)

All DV East agencies are eligible for EEO exempt, permitting employment of women only to all positions. EEO exemption should be checked prior to any recruitment process commencing.

### Definitions and areas of Responsibility

The authority to fill existing positions is vested in the Manager who has delegated authority to ensure compliance with the Recruitment and Selection Policy. Authority to create new positions requires Governing Body approval.

### Chair of Selection Panel

The Chair is responsible for the smooth functioning of the Selection Committee including ensuring the principles of merit and equal employment opportunity are observed in all aspects of the selection process, obtaining referee reports and preparation of the selection report at the conclusion of the process. The Manager shall adopt the position of Chair of all selection panels, except in the case where the vacant position is that of the Manager in which case the Chair of the Governing Body shall be appointed as Chair of the Selection Panel.

### Confidentiality

All discussions, applications, documents, reports or information received, produced or provided in consequence of any recruitment or selection processes are treated as confidential and private.

Access to applications, copies of applications and reports relating to advertised vacancies are restricted to: members of selection panels; the person appointed by the panel to provide administrative support and the Manager.

Upon completion of a selection process all copies of applications must be returned to the Manager. Applications of unsuccessful applicants are to be securely stored pending disposal in accordance with the Records Act.

### Training

It is a requirement of this policy that staff be provided with a copy of these procedures prior to participation in the recruitment and selection of employees, thus ensuring a consistent and fair approach to staff selection and recruitment.

### **Recruitment Procedures - Getting Started**

Each new position shall, prior to advertisement, require:

- Specification of the start and end date where possible and the nature of the appointment
- A classification consistent with the Relevant Award standards
- Each position to be occupied requires a current, accurate position description in the agreed format and that has been approved by the Manager.

## Types of Appointment

In commencing the recruitment process key decisions need to be made as to the category of employment required and whether the duration of the employment is short term or long term in nature.

- *Permanent Employee*: can be either part-time or full-time but is not a fixed term or casual employee.
- *Fixed Term Employee*: is an employee who is engaged on either a full or part time basis to work in a position, which is temporary in nature for a specified period of time and/or for a specific project or task/s.
- *Casual Employee*: means an employee who is engaged intermittently for work of an unexpected or casual nature and does not include an employee who could properly be engaged as a fulltime or part-time employee. A casual employee shall be engaged for a minimum of three consecutive hours each shift.
- *Full-time Employee*: is one engaged to work the full complement of ordinary hours of duty as prescribed by the Award (i.e. 38 hours of ordinary time per week).
- *Part-time Employee*: shall mean an employee who is engaged to work regular ordinary hours of less than 38 hours per week.

### Temporary (Fixed Term) Staff Vacancies

When temporary staff shortages occur (for example due to a worker taking leave or suffering from an extended illness) initial consideration may be given to the potential for redistributing the work-load among current staff in order to provide appropriate coverage. In circumstances where this is not a viable option, the vacancy can be temporarily filled, either internally or externally. A temporary vacancy is one that is:

- temporary in nature for a specified period of time: or
- for the completion of a specified project; or
- to relieve a vacant position as a result of staff taking leave or resigning.

As a general rule temporary vacancies that are likely to last for less than six months duration do not have to be advertised nor does there need to be a formal selection process. In the case of internal applications for a temporary position the Manager/Coordinator will interview each candidate and decide upon the most suitable for the position. The organisation may maintain a database of people who may be employed for temporary vacancies for relief for sick or otherwise unavailable workers. All vacancies that are deemed to last for more than six month's duration will be advertised and a selection committee established.

### Permanent/Long-term Staff Vacancies

All job advertisements must include:

- name of the organisation, contact person and number for job descriptions and enquiries;
- job title and nature (permanent, temporary, etc);
- mission, vision, overall aims of the organisation;
- a concise summary of all duties and performance indicators;
- essential and desirable requirements;
- salary range and award (where applicable);
- hours of work;
- closing date for applications;
- requirements for police check/working with children card.

Permanent and contract positions must, at a minimum, be advertised in one major newspaper and where applicable and cost effective, either on the Infoxchange website, through relevant networks or other community organisations.

### Termination/Suspension of Procedures

In most cases these procedures are successfully concluded for a given position when a candidate has been selected to fill that particular position. However there may be cases from time to time where the selection and recruitment process may be suspended or terminated and the process must commence again. The Manager must implement any suspension or termination of these procedures. Cases where a suspension or termination may occur can include but are not limited to:

- where no candidate meets the minimum selection criteria;
- where candidates interviewed , have not adequately demonstrated that they meet the minimum selection criteria;
- where the Selection Panel cannot arrive at a consensus decision and decide that re-advertisement is necessary;
- where there has been a significant breach of this policy and procedure;
- where it is proven that qualifications of candidates have been falsified;
- where confidentiality has been breached;
- where a Selection Panel member has failed to declare a conflict of interest;
- Where complaints are lodged pursuant to anti-discrimination legislation; or
- Where external funding or project funding is withdrawn.

### **Position Descriptions**

Principles for Position Descriptions include:

- All position descriptions, must be written as concisely as possible and in accordance with the style, format and language of the template position description.
- The development of the position description is fundamental to the development of the selection criteria and plays a crucial role in the short listing and selection process.
- All position descriptions must include:
  - the position title;
  - the appropriate classification consistent with the Award;
  - the supervisor of the position;
  - signature of the Manager;
  - reporting relationships; and
  - Key responsibilities and duties of the position including position scope and objectives, the extent of authority and accountability invested in the position holder.
- The position description will also specify the organisations strategic objectives and mission statement.
- Position Descriptions must be finalised in advance of being submitted for advertising.

## Selection Criteria

Principles for Developing Selection Criteria include:

- When deciding on appropriate selection criteria, it is essential that it be designed to ensure that the best person for the position is readily identified when tested at interview and that applicants are fully aware of the job, knowledge, skills and attributes required.
- The selection criteria are the minimum standard that an applicant must satisfy to be able to do the job i.e. if you interview an applicant and they do not meet selection criteria they are not the best candidate for the position.
- The selection criteria will outline in descending order of priority:
  - The degree of knowledge required to perform key duties and responsibilities
  - The range, level and type of skills required
  - The attributes and personal qualities required in performing effectively within the position and meet the position requirements
  - The selection criteria will also include essential pre-requisites such as: minimum educational level requirement and/or specific essential requirements such as current motor vehicle licence.

## Advertising

The Manager shall authorise all advertisements, no later than the close of business prior to advertisement. The Manager shall determine the placement of advertisements. The following information should be provided to potential applicants:

- basic details of the position
- closing date for applications
- appointment type on offer
- location (suburb or region) of the advertised position
- number of copies of applications required and the address to which they are to be sent
- Privacy Policy
- An invitation to access a position description and information electronically or by telephone must be included.
- All staff appointments will be subject to the legislated period of probation prior to confirmation of appointment of tenure, except where the successful candidate is an internal appointee in which case they would already have completed a probationary period in their former position.

Applicants are informed that applications must systematically address the selection criteria in the position description.

## Applications for Positions

Principles for Applications include:

- The Manager will receive applications.
- Every effort will be made to acknowledge applications within 3 business days of receipt.
- Generally, late applications will not be accepted.
- Applicants will be required to meet any associated travel and accommodation costs.

### Processing of Applications

- All applications should be date stamped;
- Unless otherwise agreed, only applications received by close of business on the date specified in the advertisement/position description will be accepted;
- Those received after the closing date shall be returned with an explanatory letter;
- All applications shall be destroyed at the completion of the selection process unless otherwise requested and agreed by applicants.

### Applications from Board Members

Any member of an agency Governing Body who wishes to apply for a position as a paid worker must:

- declare her interest in the position to the Governing Body and the Manager/Coordinator prior to any detailed discussion taking place;
- remove herself from any discussions and negotiations relating the position; and
- immediately resign her position on the Governing Body if she is offered employment and chooses to accept such an offer.

### Internal Candidates

All internal candidates should be interviewed. Where it is decided that an internal candidate will not be interviewed that candidate should be informed by the convenor of the Selection Panel and given detailed reasons for the decision. Where appropriate, they should be offered further feedback to assist them in career planning and identification of training and development needs.

Selection Panel members must declare any known conflict of interest. This means specifying any personal or professional relationships with candidates - whether this be of a positive or negative nature, past or present. The Selection Panel can then decide jointly how they will ensure fairness, equity and impartiality in the recruitment process.

The Selection Panel must also ensure that the selection process for internal candidates does not act as an unfair disadvantage. The internal candidate is entitled to a reference from their immediate supervisor, which should be made in writing and submitted to the Selection Panel as part of the application process.

The Convenor of the Selection Panel is responsible to notify short-listed applicants to arrange a suitable time for an interview. For applicants who have not been successful in securing an interview, the Convenor will notify them via written correspondence.

## The Selection Process

### Establishment of Selection Panels

A Selection Panel will be formed to fill vacancies of over six month's duration. The Selection Panel has the authority to make an offer of employment to a successful applicant and appoint such candidates. The Selection Panel will operate on a consensus basis in its decision making process.

For a vacant Manager/Coordinator position the Selection Panel should consist of:

- At least one member from the Board of Management (Chair or Deputy Chair); and
- At least one member of the management staff team (i.e. 2IC, team leader etc)

An additional member may be appointed to the panel as an independent person with particular expertise that is required for the appointment process. If a funding body wished to send a representative to view the selection process, such representatives will not have the right to vote.

For vacant Caseworker or Case Manager Positions the selection panel should consist of:

- The Manager/Coordinator;
- A member of the Management Team;
- One caseworker.

All members of the Selection Panel will be familiar with the principles and practices of EEO and preferably have had some experience or training in staff selection and recruitment, particularly in the field of family violence. A member of the selection panel cannot duly act as a referee for any applicant.

The Selection Panel will be convened by the Manager/Coordinator and will be responsible for:

- arranging meeting times and locations;
- reviewing the current job description and after ensuring it is up to date set the selection criteria based on it;
- setting the closing date for applications;
- writing the advertisement;
- deciding on the location and extent of advertising;
- ensuring that all members of the Selection Panel have the documents they require.

### Short Listing

The short listing process is facilitated and conducted by the Selection Panel unless otherwise delegated to the Convenor. Each member of the Selection Panel should review all applications and make a list of:

- Candidates that definitely should be interviewed - generally those that meet the essential and desirable selection criteria;
- Candidates that are deemed as 'potential' interviews – generally those that meet the essential requirements and some of the desirable requirements;
- Candidates that should not be interviewed – generally those who do not fully meet the essential and desirable requirements; and
- Candidates who can be immediately rejected – those that do not meet the essential requirements at all.

The Selection Panel should aim for at least three candidates to be interviewed. At the same time they should.

- determine the time and location of the interviews; and
- decide who will develop the interview questions.

Principles for Short Listing include:

- All members of the Selection Panel should meet and participate in the short list of applicants, discussion of the role of panel members, development of questions and development of scoring assessment.
- In compiling the short list, the panel must base its decision on the selection criteria in the position description.
- All Applicants short-listed for interview must meet all the minimum key selection criteria requirements as set out in the position description. When reviewing applications the skills and knowledge of the applicant along with their ability to perform and complement the unit should be taken into consideration.
- All internal applicants must be assessed against selection criteria in the same manner as external applicants and not be short-listed solely because they are internal applicants.
- Where an internal applicant clearly does not meet the key selection criteria, the Manager must discuss this with the candidate face to face and provide constructive feedback on any skills gap and/or areas for improvement.
- The reasons for short listing shall be documented

Where no candidates meet the key selection criteria the recruitment process must be suspended or terminated in accordance with these procedures. The Manager is required to:

- Shortlist applicants for interview against the key selection criteria. Panel members should be involved in the shortlist phase to assist in selecting the best possible candidates for the role
- Inform applicants they have been selected for interview
- Terminate or suspend the process where no candidates meet the required criteria.

#### Conflict of Interest

In the case of a Selection Panel member standing to personally benefit (financially or otherwise) from any appointment of a short listed candidate (i.e. because of a close family/personal relationship), they will be required to resign their position on the Panel. For Governing Body members that stand to personally benefit (financially or otherwise) from the appointment of a short listed candidate they will be required to exclude themselves from all deliberations, discussions and decisions of the Governing Body and Selection Panel that relate to the candidate in question. In all cases the Manager/Coordinator must report this conflict to the Governing Body.

#### Conduct of Interviews

The Selection Panel will conduct them-selves in a professional manner at all times, maintaining sensitivity to any special needs of short-listed candidates and ensuring that they feel welcomed and at ease. Selection Panel members will individually record their comments and rankings on the Interview Schedule form for each short-listed applicant. The Interview Assessment Summary form is to be used to summarise scores against each short-listed candidate after all interviews have been conducted. Interview questions formulated by the Selection Panel should relate to the specified essential and desirable selection criteria as well to the 'good' character of the applicant and their compatibility with the workplace culture of the organisation, its mission, aims and objectives.

Each candidate, at the point of interview, will be required to complete the Referee Check Authority form in order to authorise permission to conduct follow-up discussions with supplied referees.

Principles in the Conduct of Interviews include:

- The purpose of the interview process is to collect information, appraise and assess the applicants' qualifications, job knowledge, skills and personal qualities against the key selection criteria for the position.
- Interviews will only be granted to those applicants who best meet the selection criteria. Internal applicants will not automatically be selected for interview.
- Interviews will in most cases be held within 14 consecutive days of the close of applications.
- All Questions must be targeted and directed towards assessing the applicants' knowledge, skills, abilities and attitudes as described in the selection criteria within the position description. Interview questions should be open ended and call on applicants to demonstrate from their past experiences or by use of other demonstrated evidence how they meet the selection criteria.
- To ensure all applicants are assessed equally the Selection Panel should plan the same questions for each applicant and these should be clearly expressed and their relevance made obvious to applicants. The Selection Panel may ask further relevant questions as a follow up to answers provided by a candidate(s).
- Where it may be appropriate in some cases, to ask applicants to prepare a short presentation or undertake other tasks that can be used to test their skills or aptitude, these tasks/presentations must be of relevance to the selection criteria and it is important to assign the same tasks to all those being interviewed.
- The applicant that best meets the minimum selection criteria requirements, as set out in the relevant position description should be offered appointment.
- Either before each interview or at its commencement, each applicant should be given the same information about the position and the organisation.
- The decisions of the Panel must be documented

#### Post-Interview Procedure

Selection Panel members are to assess a score for each applicant against each criterion or question. After all applicants have been interviewed Selection Panel members are to tally the scores accumulated for each applicant and participate in subsequent deliberations. Where there is a significant gap in the total scores and/or opinions of Selection Panel members over particular candidates, the Convenor will mediate the process until agreement is reached. As a general guideline, the applicant with the highest score should be the preferred candidate. Where possible, two further candidates should be identified so that three candidates are ranked in order of preference. The Convenor will delegate the appropriate reference check using the Referee Check Schedule. Following the satisfactory completion of the preferred applicant's references, the Convenor will be responsible for contacting the candidate to extend an offer of employment.

If the Selection Panel feels that none of the candidates are suitable for appointment they may choose to interview applicants from the reserve list or to readvertise. In the case of a no-consensus vote and where the Selection Panel is unable to agree on who to appoint, they may either re-interview selected applicants or re-advertise the position. Alternatively the Selection Panel may seek the assistance of an independent person with relevant expertise to assist in the decision making process or to participate in further interviews.

The Convenor is responsible for ensuring that all applicants who have been interviewed are contacted to inform them of the outcome of the process. Unsuccessful applicants will be provided, on request, with constructive comments and feedback in respect to their interview presentation, content, strengths and weaknesses. Unsuccessful internal candidates must be promptly informed and provided with appropriate feedback and reason. A one to one debriefing session with the Convenor is to be provided to the unsuccessful internal applicant and a detailed explanation as to why she was unsuccessful against the individual selection criteria given. The debriefing session will also cover a discussion of the skills and professional development activities the staff member would need to acquire to successfully apply for the position in the future. The debriefing session is also seen as an opportunity to review the staff member's current career goals and therefore ascertain how the organisation may provide appropriate support for the achievement of such ambitions.

### Decision Making on Selection Panels

Principles for Selection Panels in decision-making include:

- Selection panels will be required to ensure strict confidentiality of application information and interview documentation, before and after the interview process.
- The decision making process for Selection Panels shall be one of consensus agreement as to the preferred candidate. Consensus means the panel hold the same view on the preferred candidate and may include: re-clarification, questioning and review of all short list candidates.
- Where consensus cannot be reached then the process below shall be implemented.
- All members of the panel should be informed of the final decision.
- Applicants will normally be notified of the panel's decision within three working days of the conclusion of all interviews.

### Process where Consensus Agreement can not be Reached

Where consensus cannot be reached then the process below shall be implemented:

- The reference checking of all preferred candidates shall occur.
- Where after reference checking the panel can still not agree on the preferred candidate, the Manager must obtain an additional referee from the preferred candidates. The referee requested should be able to comment on the area/s of deliberation.
- Alternatively a second interview of the preferred candidates may be required and is encouraged where necessary to ensure that the best possible candidate is recruited.
- If after all of these steps have been exhausted, and if consensus can still not be reached, then the Selection Panel shall recommend action which may include the commencement of a new Recruitment and Selection Process.

### Qualifications

Any person applying for a position may be asked to provide a written authority for the Chair of the Selection Panel to conduct a check on their Qualifications.

### Skills Tests

Where a specific skill requirement is necessary to the satisfactory performance of the position, selected applicants may be required to undergo skill tests (e.g. word processing) as part of the selection process. Testing should match the essential requirements of the job. The tests should be up to date, relevant and unbiased (that is, testing for aptitude rather than to exclude certain candidates).

### Reference Checks

No offer of employment can be made without a proper reference check having been conducted and completed on preferred candidate(s). An appointment cannot be offered without at least 2 referee reports for the preferred applicants. Reports of referees are an integral part of the selection process.

- The Selection Panel Chairperson is responsible for ensuring that a reference check is completed for the preferred applicant/s.
- All panel members must be informed of the outcomes of the reference checks to assist the group to reach consensus on the preferred candidate.
- Reference checks can only be carried out on the referees that the candidate provides with their application, or agrees to on request. It is against Privacy Laws for a Panel, member to conduct a reference check on a candidate via their own networks without prior consent from the candidate.
- To ensure objectivity throughout the selection process, where a Selection Panel member has been nominated as a referee, they cannot participate as a Selection Panel member.

### Process for reference Checks

In obtaining referees reports the following points should be considered:

- Current supervisors/managers will make the best referees as they have current information on applicant's knowledge and work practice.
- Applicant's current employment is not jeopardised when seeking information.
- Address selection criteria when asking the referee any questions.
- Where a Selection Panel are is unable to obtain agreement in a specific instance, where a reference is considered vital, the applicant should be invited to nominate an alternate referee. Where this is not possible, the panel should assess the candidate noting the incompleteness of referee comment.
- Where a candidate has not provided a supervisor as a referee, they must be asked the reason they have not done so.

### Security Checks

All positions require that the successful candidate undergo a Police Records Check and a Working With Children Check. All potential applicants will be advised of this requirement in the position description and advertisement.

### Medical Assessment

It is against the law to discriminate against a job applicant on the basis of a disability or impairment by treating them less favourably than someone else. It is against the law to refuse someone a job on the basis of a medical condition that does not affect the person's ability to perform the role. Agencies can use pre-employment medical tests only where they relate to the requirements of a job.

## Appointment

### Offer of Employment

In accordance with the Social and Community Services Award, "at the time of engagement, an employer shall provide each employee with written advice of the terms of their employment which specifies whether they are fulltime, part time or casual, an outline of the duties of the position, details of hours and days of work, the classification and rate of pay for the position and any other relevant details attaching to the employment arrangement."

An offer of employment can only be made where: a reference check has been completed. Any offer of employment made for positions requiring a security check can only be done so provided it is made clear that the offer is subject to a favourable security check.

- Appointments will be confirmed in writing within seven (7) days prior to commencement.
- All unsuccessful candidates will be advised in person or by telephone that they have been unsuccessful in gaining the position. This advice shall be provided as soon as possible and confirmation in writing provided within seven (7) days.
- All unsuccessful internal applicants will be advised at a formal meeting with the Manager outlining any skills gap and areas for growth, as well as notification in writing.
- Post selection counselling conducted by the Chair of the Selection Panel should be offered to all unsuccessful internal applicants and also be made available to external applicants upon request.
- To ensure the most suitable candidate for the job is appointed, should a subsequent vacancy occur within three (3) months of a position being filled, the position may be re-advertised depending on the quality of the applicant pool.
- Where minimal qualifications are required, verified copies of certificates must be sighted prior to an appointment being confirmed.
- All staff appointments are subject to a period of probation prior to the confirmation of appointment. The only exception to this rule may be where an internal candidate has been appointed.
- All offers of employment must be made at the commencement rate for that classification, except where special circumstances exist.

Upon the preferred candidate's acceptance of the offer of employment a commencement date will be set. The new employee will be required to sign the Letter of Appointment, agreeing to all terms and conditions of employment, including a mandatory 3 month probationary period and the successful completion of the organisations orientation and induction program. All employees will be required to sign a contract of employment.

### Discrimination Complaints

The Manager will formally investigate all complaints of discrimination in the Recruitment and Selection process.

### Induction

All new employees shall participate in the orientation and induction process, which is the responsibility of the Manager/immediate supervisor and is of critical importance to the success of inducting new incumbents into the organisation.

## 2. DV EAST RECRUITMENT TEMPLATES

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## INTERVIEW SCHEDULE

*Office use only*

<b>Title:</b>	<b><i>Interview Schedule</i></b>	<b>Date signed off:</b>	<b><i>/ /2008</i></b>
<b>Date Issued:</b>	<b><i>/ /2008</i></b>	<b>Review Date:</b>	<b><i>/ /2009</i></b>
<b>Formulated by:</b>	<b><i>DV East</i></b>	<b>Responsibility:</b>	

### APPLICANT & INTERVIEW PANEL DETAILS

**NAME OF APPLICANT:** \_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

**INTERVIEW TIME & DATE:**

Time: \_\_\_\_\_

Date: \_\_\_\_\_

**INTERVIEW PANEL:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**REFEREE CHECK BY:** \_\_\_\_\_

*[insert name of person responsible for check]*

**SIGNED:** \_\_\_\_\_

Date: \_\_\_\_\_

**OVERALL ASSESSMENT (TO BE COMPLETED AT END OF INTERVIEW)**

INTERVIEW RATING CHART			
<b>Poor = 1</b>	<b>Fair = 2</b>	<b>Good = 3</b>	<b>Excellent = 4</b>

SELECTION CRITERIA	COMMENTS	OVERALL RATING
1. Qualifications		
2. Experience		
3. Mandatory Criteria		
4. Desirable Criteria		
5. Other		
Additional Comments:		

Current Drivers Licence:                      Yes                       No                       Manual/Auto *(please circle)*  
 Own vehicle:                                      Yes                                       No   
 Referees supplied:                              Yes                                       No   
 Criminal Record Check                      Yes                                       No                       Form signed?   
 Working with Children Card                      Yes                                       No                       Form signed?

**DETAILED ASSESSMENT**

INTERVIEW QUESTIONS	INTERVIEWER NOTES/COMMENTS	RATING
[i.e. What inspired you to apply for this particular position?]		
[i.e. What qualities would you bring to the position?]		
[i.e. What do you feel would be your biggest contribution to our organisation?]		
[i.e. Describe how you maintain professional and personal boundaries?]		
[i.e. What do you consider to be the main area for your professional development over the next year?]		

INTERVIEW QUESTIONS	INTERVIEWER NOTES/COMMENTS	RATING

## INTERVIEW ASSESSMENT SUMMARY

*Office use only*

<b>Title:</b>	<b>Interview Assessment Summary</b>	<b>Date signed off:</b>	/ /2008
<b>Date Issued:</b>	/ /2008	<b>Review Date:</b>	/ /2009
<b>Formulated by:</b>	<b>DV East</b>	<b>Responsibility:</b>	

**POSITION TITLE:**

.....

**INTERVIEW DATE/S:**

.....

**INTERVIEW PANEL:**

1.

.....

2.

.....

3.

.....

4.

.....

NAME OF APPLICANT	PANEL MEMBER RATING SCORE				TOTAL RATING	COMMENTS
	1	2	3	4		

## REFEREE CHECK AUTHORITY

Office use only

<b>Title:</b>	<b>Referee Check Authority</b>	<b>Date signed off:</b>	<b>/ /2008</b>
<b>Date Issued:</b>	<b>/ /2008</b>	<b>Review Date:</b>	<b>/ /2009</b>
<b>Formulated by:</b>	<b>DV East</b>	<b>Responsibility:</b>	

### STATEMENT OF CONSENT TO CONDUCT REFEREE CHECK

I \_\_\_\_\_ hereby consent to any reference checks by **[Insert name of agency]** that may be necessary to support my application.

I confirm the referees I have named in my application have been contacted by me and subsequently consented to act as a referee on my behalf. I understand that failure to gain the consent of the person/s listed below and to act as referees may result in this organisation not being able to source employment on my behalf, or withdrawing or limiting future employment assistance or my application for employment considered as inappropriate.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from referees, and that such information will be handled in accordance with both the organisations privacy policy as well as National and State privacy legislation, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information and that submitted in any accompanying documents, is true and correct.

I do/do not want my present employer to be approached unless and until I am offered, subject to a satisfactory reference, the job for which I am applying.

**SIGNED:** \_\_\_\_\_ Date / /2008

**REFEREE CONTACT DETAILS:**

<b>NAME</b>	<input type="checkbox"/> Personal	<input type="checkbox"/> Professional
<b>ORGANISATION</b>		
<b>PHONE</b>		
<b>EMAIL</b>		
<b>NAME</b>	<input type="checkbox"/> Personal	<input type="checkbox"/> Professional
<b>ORGANISATION</b>		
<b>PHONE</b>		
<b>EMAIL</b>		
<b>NAME</b>	<input type="checkbox"/> Personal	<input type="checkbox"/> Professional
<b>ORGANISATION</b>		
<b>PHONE</b>		
<b>EMAIL</b>		

**SIGNED:** \_\_\_\_\_ Date / /2008

## REFEREE CHECK SCHEDULE

*Office use only*

<b>Title:</b>	<b>Referee Check Schedule</b>	<b>Date signed off:</b>	/ /2008
<b>Date Issued:</b>	/ /2008	<b>Review Date:</b>	/ /2009
<b>Formulated by:</b>	<b>DV East</b>	<b>Responsibility:</b>	

**POSITION TITLE:** \_\_\_\_\_ Date / /2008

**NAME OF CANDIDATE:** \_\_\_\_\_

**NAME OF REFEREE** \_\_\_\_\_ Ph: \_\_\_\_\_

**RELATIONSHIP TO CANDIDATE:** \_\_\_\_\_

**CHECK CONDUCTED BY** \_\_\_\_\_

QUESTIONS	NOTES/COMMENTS
[i.e. Check candidate's employment history]	
[i.e. Seek referee's assessment against key selection criteria for position]	

QUESTIONS	NOTES/COMMENTS

## EMPLOYEE DETAILS

*Office use only*

<b>Title:</b>	<b>Referee Check Schedule</b>	<b>Date signed off:</b>	/ /2008
<b>Date Issued:</b>	/ /2008	<b>Review Date:</b>	/ /2009
<b>Formulated by:</b>	<b>DV East</b>	<b>Responsibility:</b>	

**NAME OF EMPLOYEE:** \_\_\_\_\_ **Date** / /2008

**POSITION TITLE:** \_\_\_\_\_

**COMMENCEMENT DATE:** \_\_\_\_\_

I \_\_\_\_\_ hereby acknowledge that I have received the following documents upon commencement of employment (please tick as applicable)

- Position Description
- Letter of Offer of employment
- Income Tax Declaration Form
- Police Check Form
- Employment Payment Details/Bank Details Form
- Choice of Superannuation Fund Standard Choice Form
- Superannuation Booklets and Applications for Membership
- Privacy Policy
- Code of Conduct Policy
- Salary Packaging Information & Forms
- Working with Children Card Form
- Other

**SIGNED:** \_\_\_\_\_ **Date** / /2008

<b>Employee Details</b>		
Name:		Employee No:
Position Title:		
Address:		
Home Phone (land line):		Mobile:
Email:		
Signed Letter of Appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of Birth:		
Commencement Date:		
Police Check Clearance:		
WWC Card:		
Date of 1 <sup>st</sup> Perf. Appraisal:		
<b>Salary Conditions and Details</b>		
Classification:		
Hours of Work:		
Variations:		
Salary Deposit Details:	Banking Institution:	
	BSB:	Account No:
Tax File Number:		
Superannuation Fund:	Fund:	Account No:
<b>Other Details</b>		
Next of Kin Contact:	Name:	Relationship:
	Land line:	Mobile:
Doctor:	Name:	Phone:
Allergies/conditions:		

## LETTER OF APPOINTMENT

DATE:

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NAME:

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ADDRESS:

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Dear [Name of new incumbent],

[Insert name of agency] is delighted that you have accepted the position of [title of position], effective from [date of commencement].

Full appointment to the position will be confirmed following the successful completion of the three-month probationary period. [Insert name of agency] mission for the provision of a quality service environment that considers the needs and rights of women and children experiencing family violence and staff alike requires that you endorse the following:

### Terms of Employment

- Police check clearance and Working With Children check are mandatory;
- Copy of current Victorian Driver's License;
- Copies of relevant qualifications and/or as qualifications are achieved;
- The specifications of duties as outlined and agreed within the [insert title of position] position description dated [insert date as appearing on the PD];
- The position is [insert tenure of position – full-time, part-time, casual, contract etc.] and is based on [insert number of hours] hours per week with the usual hours of operation being from [insert times, days], with [insert duration of lunch break – 1 hour/half hour] (unpaid) lunch break;
- Authorised office hours are covered from [insert times and days]. Any variation beyond this requires management approval and is subject to the activity relating to authorised work related activities or client interventions;
- Your immediate supervisor is [insert name and position title];
- Superannuation Scheme is available through [insert superannuation body name] and the provisions of the Superannuation Guarantee (Administration) Act 1992 will apply;
- Salary sacrifice packaging of up to 30% is available upon the successful completion of the probationary period;
- Employment is on a probationary basis for the first three months, during which time employment may be terminated by the employer or employee with 2 weeks notice to the other party or by the payment or forfeiture of wages in lieu of notice.
- Completion of the orientation and induction program is mandatory within the three month probationary period and this will assist you to understand the practices, principles and policies of the organisation;

- [Insert name of agency] requires staff to operate from a client focussed, rights based approach observing the principles of quality service delivery, predicated on dignity and respect and with the highest standards of staff conduct in the delivery of services;
- [Insert name of agency] endorses a workplace environment, which is inclusive and one that recognises diversity built on a model of mutual respect and co-operation;
- You will be subject to and must observe and comply with all rules, policies and procedures. [Insert name of agency] may, as required, amend, cancel or introduce such rules, policies or procedures it considers necessary. All organisational policies, written or verbal and as varied from time to time, are deemed to form part of the contract of employment;
- [Insert name of agency] is bound by the principles of the Privacy Amendment (Private Sector) Act 2000 (Commonwealth) and the Information Privacy Act 2000 (Victoria). Other than as required by law or as expressly permitted by [Insert name of agency] you must not use or divulge any information gained from your employment with [Insert name of agency], except in the proper course of performing the duties of your position.
- All intellectual property created by you during or arising out of your employment at [Insert name of agency] rests in [Insert name of agency]. Intellectual property refers to any confidential information on [Insert name of agency] and its processes, systems, reports, activities, events, logo or designs.
- The commencement classification for your position is [insert title of classification and year].

Your probationary period will encompass the completion of the organisations orientation and induction program within three months of your commencement date. All staff will be happy to make themselves available to assist you when needed. The probationary period will be completed with a Performance Appraisal, which will become annual thereafter.

I welcome you to the staff team and look forward to your input to the services we provide. Please indicate your acceptance of the employment conditions by your signature below and return to the [Insert name of Manager/Coordinator & position title] prior to your commencement date. You are also required to provide a signed hard copy of your original application for the position, any agreed amendments and all accompanying documentation.

Yours sincerely,

**[Insert name]**

**[Insert position title]**

**DATE:     /     /2008**

<b>NAME (NEW INCUMBENT):</b>
Signed:
<b>[INSERT NAME OF MANAGER/COORDINATOR]</b>
Signed:

**DATE:     /     /2008**