



STAFF RECRITMENT POLICY

INTRODUCTION

The success of Bass Valley Community Group Incorporated (BVCG) relies on its ability to attract the best staff available. Recruitment methods must be fair, efficient, and effective.

PURPOSE

The Staff Recruitment Policy has been established to ensure BVCG has the opportunity to attract the best available staff for all vacant positions. This policy relates to employment of all staff other than the Centre Manager. (The Centre Manager's position is directly recruited by the Committee of Governance without other input)

POLICY

BVCG 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.

BVCG will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate by the Committee of Governance) all vacant remunerated positions.

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

BVCG will advise current staff and volunteers of all vacant positions at BVCG to encourage career advancement and increase participation.

BVCG is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect BVCG'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.



STAFF RECRUITMENT PROCEDURES

RESPONSIBILITIES

It shall be the responsibility of the Committee (or as delegated to the Centre Manager) to implement this policy and to monitor its performance.

It is the responsibility of Committee and Centre Manager to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly
- Staffing levels for their department are determined and authorised
- All roles have current position descriptions that specify role requirements and selection criteria.
- All new roles and recruits have a contract with BVCG.

It is the responsibility of the Centre Manager to be aware of their responsibilities in the recruitment and selection process.

PROCEDURES

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, the Centre Manager will carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications and report them to the Committee of Governance. Prior to commencing the recruitment process, the Centre Manager is required to gain approval from the Committee of Governance.

An up-to-date and comprehensive position description will be developed and forwarded to the Committee of Governance for their endorsement. It will include selection criteria based on the position description.

Internal Advertising

The BVCG will not restrict any advertising to internal notice. This may not apply to recruitment of temporary/casual positions as agreed by the Committee of Governance.

External Advertising

Available positions will be advertised through the local newspaper, relevant networks, on relevant websites, and through local employment services.

All advertisements must be approved by the Committee of Governance.

An appropriate recruitment advertisement for the position will be submitted for review and approval by the Committee of Governance. The Centre Manager will administer the placement of the advertisement and monitor applications received.

Screening Applicants

All applications will be submitted to the Committee of Governance (or a selected recruitment sub-committee). The Centre Manager is responsible for submitting a screening report to the Committee of Governance.

Applications must be screened against the selection criteria so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

Where appropriate, but particularly in positions of financial responsibility or in dealing with vulnerable clients/children, police checks may be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this may be taken into consideration in the selection process.

References shall be sought. Previous employers and referees may be contacted, and transcripts, qualifications, publications and other certification or documentation may 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 include at the minimum a member of the Committee of Governance and the Centre Manager and any supervisor for the position. Those not selected for interview will be notified at this time that they have not been successful in their application.

If any panel 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

The Centre Manager is to ensure 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

All successful candidates are to be agreed to by the Committee of Governance before an offer of employment is made.

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

The Centre Manager 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, position and the terms and conditions of employment pertaining to the employee. The letter will be signed by the President of the Committee of Governance.

Once the BVCG has received the candidate's signed letter of offer, the Centre Manager is to notify all unsuccessful candidates not previously notified.

The Centre Manager is responsible for ensuring that the necessary documentation, equipment and access privileges are prepared for the new employee.

The Centre Manager will forward induction material to the new employee for their completion.

Records and Correspondence

All contact regarding the position is to be directed to the Centre Manager with all applications marked "Confidential" and posted to the Centre Manager or email to manager@bvvg.com.

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 BVCG for future reference, unless the applicant advises otherwise.

INTERVIEW GUIDELINES

It is paramount in the interview process that it is fair for all interviewees. This means that each interviewee must be offered identical opportunities to make their case. Questions to interviewers must be the same for each of them as must the behaviour of the interview panel.

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.

Interview Structure

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 their 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 organization 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

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.

Authorised by: Bass Valley Community Group Incorporated



President: _____

Date: August 2017

Date of Review August 2017

Date of Next Review August 2020