

MacKillop Family Services

HR-P-001 Recruitment, Selection and Appointment of Employees Procedure

1. PURPOSE

To outline the recruitment and selection processes for the appointment of Employees at MacKillop Family Services (MacKillop). This procedure also includes all pre-employment check requirements.

2. SCOPE

This procedure applies to all permanent and fixed term Employees. The section relating to pre-employment checks also applies to casual employees, agency/temporary employees, volunteers and contractors (as defined below).

3. DEFINITIONS

Term	Definition
Employees	All permanent and fixed term staff covered by an Enterprise Bargaining Agreement to which MacKillop is a respondent or has a common law contract in place.
Volunteers	Volunteers, for the purpose of this procedure, include all individuals/carers listed in VO-M-01 Volunteer Practice Manual ; students completing a placement or internship; lead tenants and tutors.
Casual Employees	Employees who are engaged and paid by the hour with no guarantee or expectation of work beyond the period of their current employment. A casual employee does not have entitlements such as annual leave, personal/carer's leave, public holidays, etc. and are paid an additional 'casual' loading as compensation. (Refer HR-P-002 Appointment of Casual Employees Procedure).
Agency/Temporary Employees	Casual employees, for the purpose of this procedure, are residential care staff/those who have direct client contact in the course of their work, engaged through a Recruitment Agency where the Recruitment Agency ensures that satisfactory pre-employment checks are in place.
Hiring Manager	The employee responsible for the recruitment of an employee/volunteer. The Hiring Manager must be at least one level above the employee.
Contractors	For the purpose of this procedure, Contractors are those employed with a specific skill set and invoice MacKillop for their work. They carry out regular work at the same MacKillop premises where there is opportunity for unsupervised contact with children. Regular work means once a week or more or on four days or more in a single month or overnight at the same MacKillop site. For example, this includes a tradesperson who does regular work at the same residential unit. Note that a tradesperson who attends to an emergency situation and is unlikely to return to the premises on a regular basis is excluded.
Authorising Manager	The employee responsible for the final authorisation of the appointment of an employee/volunteer and must be at least one level above the Hiring Manager.

Term	Definition
Equal Employment Opportunity (EEO)	Merit based recruitment and selection means that candidates will be considered on the basis of relevant experience, qualification, competencies and aptitude and not on the basis of any irrelevant personal characteristics such as gender, age, sexual orientation or any other attribute protected under anti-discrimination law.
National Police Certificate (NPC)	A National Police Certificate (NPC) for employment will display all court outcomes with a finding of guilt from all states and territories of Australia based on respective policies/legislation. Obtained with the candidate's prior consent.
International Police Record Check (Police Certificates)	Obtained where a candidate has spent 12 months or more overseas in the last 10 years in another country.
Working with Children Check	A check of a person's criminal history for serious sexual, violence or drug offences and findings from professional disciplinary bodies.
Qualification Verification	Ensures that the selected candidate possesses all tertiary level educational credentials provided as part of their application.
DHS Carer Registration	In Victoria the Department of Human Services requires the registration of all foster/out of home carers/residential care workers.

4. RECRUITMENT & SELECTION PROCEDURE

The entire recruitment process from advertising the vacancy (either internally or externally) to advising the successful candidate can take at least 3-4 weeks. A detailed outline of the process is available at **HR-F-014 Recruitment & Selection Guidelines** or, for a visual representation, refer to **HR-F-015 Recruitment, Selection and Appointment Process Flow Chart**.

The Hiring Manager's Responsibilities:

- 4.1 Planning** – Identify a vacant position within current budget and obtain approval from the Authorising Manager to Recruit. For positions outside of budget parameters the appropriate authorisation must be obtained – see B-P-04 Delegations Procedure and B-F-04 Delegations Chart.
- 4.2 Position Description** – Review or create a new position description, using the **Position Description Template**, including key selection criteria, and obtain approval by the relevant Authorising Manager.
- 4.3 Advertising** – Complete and email approved **HR-F-005 Requisition for a Job Advertisement** and **Position Description** in electronic Microsoft Word format to **recruitment@mackillop.org.au** no later than 10.00am Tuesday of the week of the first advertisement.
- 4.4 Selection Panel** – Establish a Selection Panel, usually comprising 3 people to conduct interviews for ongoing and fixed term appointments of more than 6 months. This number can vary with the approval of the Director of HR.
- 4.5 Shortlisting Process** – In collaboration with the Selection Panel, complete **HR-F-006 Pre-Interview Shortlisting Template** to shortlist applications received.
- 4.6 Check the status of Non-Australian Resident Visa Working Rights applications** - MacKillop could be liable by the Department of Immigration where there is a breach of visa conditions and therefore it is essential to check the candidate's working rights on their **HR-F-009 – Employment Application Form**.
- 4.7** Use **HR-F-010 Response Emails** to communicate with the candidates who are not shortlisted. All unsuccessful applications should be destroyed.

When an internal candidate has been excluded from the shortlist it is recommended that the person be counselled and given feedback by the Hiring Manager before interviews are conducted.

- 4.8 Interview Preparation** – Prior to Interview, the Hiring Manager, in collaboration with the Selection Panel, prepares the Interview Questions using **HR-F-007 Interview and Assessment Guide** and **‘Planned Behavioural Questions Library’**.

All interview candidates are to be asked by the Hiring Manager or Delegated Authority to bring their original or certified copies of their 100 point identity documents and Working with Children Check Card/Number (if they have one) to their interview.

- 4.9 Reference Checks** – Complete **HR-F-011 Reference Check Guide** to conduct a minimum of two professional Reference Checks – Post Interview.
- 4.10 Selection Recommendation** – The Hiring Manager, with the Selection Panel's endorsement, recommends appointment of the successful candidate to the Authorising Manager by completing **HR-F-008 Interview Report Summary**. Appointment is dependent upon the Authorising Manager accepting the recommendation and the completion and clearance of the pre-employment checks.

The successful candidate is to present **Original copies** of qualifications to the Hiring Manager who is to verify, sight, copy, initial and date them; then attach all copies to the **HR-F-013 Employment Contract Advice Sheet** (refer **Section 4.13**) and email to **employmentcontracts@mackillop.org.au**. This is especially important in the case where the position is dependent on specific qualifications.

- 4.11 Unsuccessful Interview Candidate Files** – The Hiring Manager retains the **HR-F-008 Interview Summary Report** and all related recruitment process documentation including interview and selection notes on file.

All documentation is to be held in accordance with the relevant State Privacy/Personal Information legislation for at least 6 months and then is to be destroyed. It is a legislative requirement that interview documentation is kept for this period as it serves as evidence should a candidate be aggrieved of a decision at a later time.

- 4.12 Verbal Offer** – A verbal offer to the preferred candidate prior to completion of the mandatory pre-employment checks can only be made with the approval of the Authorising Manager and is to be made conditional on a satisfactory Police Check and a valid Working with Children Check. Refer **Section 5 Pre-Employment Checks**.
- 4.13 Employment Contract** – The Hiring Manager completes **HR-F-013 Employment Contract Advice Sheet**, with all required documentation attached, and sends to the relevant Authorising Manager for review and approval.
- 4.14 HR Advice** – The Hiring Manager or Delegated Authority emails the authorised **HR-F-013 Employment Contract Advice Sheet** and attached documentation to HR at employmentcontracts@mackillop.org.au at least **10 days** before the employee commences. This is to ensure the person is paid in the next available pay cycle.

- 4.15 Successful Candidate Correspondence** – The HR Administrator emails the Employment Contract and e-starter pack to the candidate which contains comprehensive instructions for the candidate to follow to ensure their smooth and professional employment commencement with MacKillop.

New employees should not commence employment and cannot be paid until they have agreed to and signed the Contract of Employment and associated documents.

- 4.16 Unsuccessful Candidate Correspondence** – At the completion of the selection interviews and upon acceptance of the position by the successful candidate, all unsuccessful interview candidates are to be promptly advised of the decision.

At this time, the unsuccessful candidates' pre-employment identity check information (provided at interview) must be destroyed. However, the candidate's application and interview notes are to be maintained for 6 months as per **Section 4.11**.

4.17 Variations to Conditions of Employment

All contractual variations outside of the EBA/Employment Contract conditions are to be recommended to the HR Director and approved by the CEO.

The CEO shall advise the Board of appointments and variations of employment conditions to the positions reporting directly to them.

5. PRE-EMPLOYMENT CHECKS (Also applies to casual employees, agency/temporary employees, volunteers and contractors as defined earlier)

(Refer to HR-F-014 Recruitment & Selection Guidelines for an outline of the pre-employment check process)

The entire workforce, including paid and unpaid positions, across all MacKillop locations, are subject to a number of satisfactory pre-employment checks as per the table below. Note that MacKillop's Funding Agreements make mandatory the satisfactory completion of certain checks prior to commencement with MacKillop (as noted below).

	Employee	Casual Employee	Volunteer	Agency/ Temporary Employees	Contractor
A minimum of two Professional Reference Checks (Section 4.9)	YES	YES	N/A	N/A	N/A
Non-Australian Resident Visa Working Rights (Mandatory prior to commencement)	YES	YES	YES	YES (Recruiting Agency to complete)	YES
Satisfactory National Police Records Check (Mandatory prior to commencement)	YES	YES	YES	YES (Recruiting Agency to complete)	N/A
3 Yearly National Police Records Check	YES (residential /out of home care)	YES (residential/ out of home care)	YES (foster carers)	N/A	N/A
International Police Record Check where applicable (Mandatory prior to commencement)	YES (residential /out of home care)	YES (residential /out of home care)	YES	YES (Recruiting Agency to complete)	N/A
Valid Working With Children Check (Mandatory prior to commencement)	YES (Victorian teachers registered with the Victorian Institute of Teaching (VIT) are exempt)	YES (Victorian teachers registered with the Victorian Institute of Teaching (VIT) are exempt)	YES	YES (Recruiting Agency to complete)	YES
Department of Human Services (DHS) Carer Registration only applicable in Victoria	YES (residential /out of home care)	YES (residential/ out of home care)	YES (foster carers)	YES (residential /out of home care)	N/A

REFERENCES

- *Fair Work Act 2009 (Cwlth)*
- *Equal Opportunity Act 2010 (Vic.)*
- *Equal Opportunity Act 1984 (WA)*
- *Anti-Discrimination Act 1977 (NSW)*
- *Privacy Act 1988 (Cwlth)*
- *Information Privacy Act 2000 (Vic.)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Working with Children Act 2005 (Vic.)*
- *Commission for Children and Young People Act 1998 (NSW)*
- *Child Protection (Working with Children) Act 2012 (NSW)*
- *Working with Children (Criminal Record Checking) Act 2004 (WA)*
- *Freedom of Information Act 1982 (Vic.)*
- *Freedom of Information Act 1989 (NSW)*
- *Freedom of Information Act 1992 (WA)*
- Victorian Department of Human Services Pre-employment / Pre-placement Safety Screening Procedure
www.dhs.vic.gov.au
- www.justice.vic.gov.au/workingwithchildren
- www.checkwwc.wa.gov.au/checkwwc
- www.police.vic.gov.au
- www.police.nsw.gov.au/
- www.police.wa.gov.au/
- HR-P-002 Appointment of Casual Employees Procedure
- B-10 Grievance Resolution Processes (staff and volunteers)
- B-11 Formal Complaints Procedure (staff and volunteers)
- B-30 Enterprise Agreements
- B-33 Higher Duties / Secondment Allowance Policy
- N.13 Reportable Conduct in the NSW Manual
- VO-M-01 Volunteer Practice Manual

Attachments:

- HR-F-005 Requisition for a Job Advertisement
- HR-F-006 Pre-Interview Shortlisting Template
- HR-F-007 Interview and Assessment Guide
- HR-F-008 Interview Report Summary
- HR-F-009 Employment Application form
- HR-F-010 Response Emails
- HR-F-011 Reference Check Guide
- HR-F-012 Police Check with History form
- HR-F-013 Employment Contract Advice Sheet
- HR-F-014 Recruitment & Selection Guidelines
- CRIMTRAC Form
- HR-F-015 Recruitment, Selection and Appointment Process Flow Chart
- Position Description Template
- Planned Behavioural Questions Library

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