

E M P L O Y M E N T O F S T A F F

EMPLOYMENT OF STAFF

GUIDELINES FOR SCHOOLS

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SACCS

(South Australian Commission for Catholic Schools)

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ensure a common understanding of the job requirements to ensure consistency in the shortlisting process. This discussion must occur before any applications are read.

3.2.6 The shortlisting process should first of all list all applicants who meet the essential requirements. This list can then be reduced by determining the degree to which candidates meet the essential and then desirable criteria.

✱ 3.2.7 Either before finalising the shortlist (or certainly before offering a position) the panel must:

- check with previous employers
- verify references by phoning referees (never use written references alone as a basis for employing a person)
- encourage applicants to provide a reference from their local priest or minister if they have not already done so
- check professional and academic qualifications if any doubts about them exist.

3.3 INITIAL INTERVIEW/S

3.3.1 The purpose of an interview is to have the applicant relax and talk as much as possible so that a subjective assessment can be made about his/her suitability, whether he/she possesses the qualities evident in the written application, and whether or not the applicant would be suitable to fill the position and make a suitable member of staff.

3.3.2 Before conducting the interview the panel members should decide what information they require from the interview and structure it accordingly. All applicants should be taken through the same areas relating to the job specifications and the knowledge and skills areas of the person specifications. This helps to ensure fair treatment of all applicants. Individual applicants may choose to explore some areas in more detail if they have special skills to offer.

3.3.3 When making appointments for interviews try to arrange them so that one applicant has time to be interviewed and leave before the next arrives.

3.3.4 In an interview situation the school has a job to offer which the applicant wants. The onus is on the applicant to demonstrate that he/she has the qualities - both professional and personal - that are required. The applicant should be able to suggest how the interviewing panel might verify that he/she has those particular qualities if this cannot be done during the interview.

3.3.5 The interviewing panel is trying to select the best candidate. Therefore during each interview it should measure the person being interviewed with the best it has seen until then. The panel will only have to select second best if its first choice refuses the job offer.

3.3.6 To assist the selection process each panel member should write notes on each interview as soon as it is completed.

3.3.7 A second interview may be desirable where the interviewers cannot agree on first choice. In these circumstances, the candidates should be told why they have been recalled.

3.3.8 If no-one is suitable it may be necessary to re-advertise.