

# YMCA NSW

## Recruitment and Selection Policy



### 1. Document control

<b>Overview</b>	The YMCA NSW adopts the following Policy in selecting the right people to meet its current and future role requirements through a centralised Recruitment function working in partnership with Centre or Service manager. Recruitment is centralised within Human Resources to ensure the YMCA recruitment process is free from discrimination, and in support of our commitment to equity, diversity and safeguarding children, young people and vulnerable adults
<b>Objective</b>	To provide recruitment and selection practices enabling sound decision-making in line with legislative and regulatory requirements including the Safeguarding of Children, Young People and Vulnerable Adults.
<b>Scope</b>	All YMCA NSW staff including paid employees, volunteers, Board Directors and any consultants or contractors engaged by YMCA NSW.
<b>Policy owner</b>	General Manager Human Resources
<b>Policy approver</b>	Chief Executive Officer
<b>Effective date</b>	07 September 2016
<b>Review date</b>	07 September 2017
<b>Related procedures</b>	<ul style="list-style-type: none"> <li>Recruitment and Selection Procedure</li> <li>NSW Working with Children Check (WWCC) &amp; ACT working with Vulnerable People (WWVP) Procedure</li> <li>National Police History Check (NPHC) Procedure</li> </ul>

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### 2. Definitions

Term	Definition
<b>Staff</b>	Any person YMCA NSW employs, or engages – including paid employees, volunteers, Board Directors, contractors, consultants and student placements.
<b>Employees</b>	Paid employees of YMCA NSW.
<b>Volunteer</b>	Unpaid volunteers, student placements and board directors.
<b>Equity</b>	The fair treatment of people on the basis of merit, the recognition and elimination of disadvantage and the absence of discrimination.
<b>Equal Employment Opportunity</b>	A system of employment practices under which no individuals are excluded from consideration, participation, promotion or benefits because of their age, gender, race, cultural background, ethnicity, language, disability, marital status, pregnancy, family responsibility, religious or political beliefs, sexual orientation.
<b>Applicant</b>	A person expressing interest or applying for an internal or externally advertised position at YMCA NSW.
<b>Employment Screening</b>	Mandatory checks completed prior to appointment.
<b>Working With Children Check</b>	A mandatory employment screening requirement for all YMCA NSW positions that involve, or could potentially involve having contact with children and/or access to their personal information.
<b>Working with Vulnerable People Check</b>	A mandatory employment screening requirement for all YMCA NSW ACT positions that involve, or could potentially involve having contact with children and/or access to their personal information
<b>National Police History Check (NPHC)</b>	A mandatory employment screening requirement for all YMCA NSW positions using Fit 2 Work.
<b>Reference Checks</b>	A mandatory employment screening requirement for all YMCA NSW staff.
<b>Hiring Manager</b>	Staff member responsible for the recruitment of the applicant, usually the direct Supervisor of the position.
<b>Selection Panel</b>	A minimum of two people; one of which is the direct manager/ supervisor, or higher if required.

### 3. Policy statement

YMCA NSW is committed to fair and equitable recruitment practices based on merit and compliance with all relevant legislation. All individuals are appointed on the basis of their ability to perform the inherent requirements of the job, and with regard to their skills, qualifications and potential fit with the values and objectives of the organisation. YMCA NSW is an Equal Employment Opportunity employer and ensures all recruitment advertising, interviewing and selection processes are free from unlawful discrimination. A centralised Recruitment function will monitor the practices outlined in this policy and provide guidance and support where required.

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#### 4. What YMCA will do to promote this policy

YMCA NSW is committed to ensuring the most suitable and appropriate people are employed in our programs and shall embed all relevant aspects of this policy and related procedures into the organisation's operations to ensure we achieve this. YMCA NSW will provide training, support and guidance to staff to assist with recruitment practices through the centralised Recruitment function.

#### 5. Policy Requirements

##### 5.1 Responsibilities

**It is the responsibility of Managers and Supervisors to ensure that:**

- They are familiar with and adhere to the Recruitment and Selection Policies and Procedures and that they follow them accordingly.
- All roles have current Position Descriptions that specify role requirements and selection criteria that have been approved by a Human Resources Business Partner.

**It is the responsibility of the Human Resources Recruitment Team to ensure that:**

- All Managers are aware of their responsibilities in the recruitment and selection process.
- Adhere to, and manage adherence to, Recruitment and Selection Policy and Procedures
- Managers are given continuous support and guidance in regards to the recruitment and selection process.
- All roles have a completed compliance check by the HR Recruitment Team prior to any offer of employment being made.

##### 5.2 Position Approval

- All vacancies require a 'Request to Hire' form to be completed and approved by the appropriate Manager prior to advertising. Refer to the **Recruitment & Selection Procedure** for information on how to submit a 'Request to Hire' form.

##### 5.3 Advertising

YMCA NSW will advertise internally and select from within the organisation where its employees have the appropriate skills, experience and potential for future development. Where this is not the case, YMCA NSW will advertise internally and externally, recognising the value external applicants can bring.

- All ongoing permanent full-time/ part-time, casual, seasonal and fixed-term positions must be advertised on the YMCA NSW internal website in accordance with the YMCA NSW's commitment to staff career planning and development
- A position may be advertised either internally only, or internally and externally dependent upon the vacancy.

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- In the exception of temporary appointments including secondments/ transfers of greater than three (3) months duration these can be advertised internally only.
- No commitment to, or offer of, employment is to be made formally or informally by any member of the selection panel to any applicant, nor any feedback provided to applicants prior to written approval of appointment being received from the HR Recruitment Team.

#### 5.3.1 Direct Appointments to a Permanent position

In exceptional cases a position may be exempt from advertising and an individual (either internal or external) may be appointed directly to a position with the approval of the YMCA NSW Chief Executive Officer (CEO) and the YMCA NSW General Manager Human Resources (GM HR). Direct appointment to a permanent position requires the written approval of the CEO.

The CEO in conjunction with the GM HR will consider specific circumstances necessitating direct appointment including:

- Risk to the business of not appointing the individual
- The unique skill and capability set required for a specialist role
- The availability of other suitable candidates for the position
- Compliance with employment legislation.

Direct appointment of a permanent position must satisfy the following requirements:

- The candidate has been fully assessed against the inherent requirements of the position
- Appropriate reference checks are completed
- Relevant pre-employment background checks are completed and cleared.

Direct appointments are to be considered on a case by case basis.

#### 5.3.2 Direct Appointments to a temporary position of up to three months (Internal only)

A Manager can directly engage (i.e. no advertising required) internal staff where the proposed appointment is required to be made in a short time frame to meet operational needs and cover short periods up to three months (i.e. immediate placement where the business operation may be affected). Approval to direct appoint must be obtained by the responsible Regional Manager.

Such circumstances may include;

- Sick leave coverage
- Annual leave coverage
- While advertising to recruit a position.

#### 5.4 Interviewing

- Where a role is at a Regional Manager level and above, a 'one-up' interview will be required before a hiring decision is finalised and an offer of employment is made.
- An Interview Guide will be used for all recruitment interviews with role specific questions to be developed by the Recruitment team. This will ensure all applicants are given the opportunity

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to answer the same questions and all interviews include a mix of questions that cover technical skills, experience, identified role competencies and organisational cultural fit

- Interview panel to view qualifications submitted with application. Original or certified versions of essential qualifications must be viewed and copy taken at interview.
- The hiring manager will be responsible for establishing an interview file which will include details of the role, the interview guide and interviewing notes and other associated materials
- A suitable selection panel is to be established for the interviewing process that includes a minimum of two people; one of which is the direct manager/supervisor (or higher if required).
- No member of the selection panel can have an existing relationship (personal or family) or have prior personal relationships personal with the applicant
- If an applicant is a family member or has a personal relationship with any member of staff, then the panel will be selected accordingly to protect the integrity of the process. If any member of staff finds that they are assessing any applicant who is a family member or friend, they shall declare this to the panel as an interest immediately and notify the Recruitment team.
- In the context of staffing decisions, personal relationships are defined as relationships which extend beyond professional relations, based on factors irrelevant to the working competencies of staff.

Examples of family and personal relationships are:

- Family relationships (siblings, parent/child, husband/wife, cousins, relations by marriage such as brother or sister-in law)
- Emotional relationships (which might include de-facto spouses, other sexual relationships and close friendships)
- Friend being a person with whom one has a bond of mutual affection, typically one exclusive of sexual or family relations.

## 5.5 Employment Screening

### 5.5.1 Pre-Employment Screening

Effective pre-employment screening assists YMCA NSW in making the right recruitment decisions. It ensures compliance with legislative and regulatory requirements and aims to mitigate the operational risks associated with the intended positions. The mandatory pre-employment screening requirements of employees and volunteers are outlined in the table below:

Working with Children Check (WWCC)  (NSW only)	All YMCA NSW staff, who are employed/engaged to work in NSW are required to hold a valid Working with Children Check. Preferred candidates are not to commence in a position until a Working with Children Check clearance has been verified by the HR Recruitment Team. This includes Agency staff engaged by the YMCA NSW.
Working with Vulnerable People Check (WWVP)  (ACT only)	All YMCA NSW staff, who are employed/engaged to work in ACT, are required to hold a valid Working with Vulnerable People Check. Preferred candidates are not to commence in a position until a

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	Working with Vulnerable People Check clearance has been has been sighted by YMCA NSW.
National Police Criminal History Check	A national police criminal history check must be conducted for all preferred candidates by a YMCA NSW authorised user. No cleared check will be accepted that has not been completed by a YMCA authorised user.
International Police Criminal History Check	When an applicant has resided overseas in the last 10 years, an International Police Record Check must be conducted in the country of previous residence and cleared prior to commencement in the role.
VEVO Checks (Visa Entitlement Verification Online)	Visa verification for overseas candidates to be completed by the Recruitment team to ensure that applicants have the right to work in Australia.
Reference Checks	Reference checks must be completed for all YMCA NSW staff and volunteers.

Internal appointments do not require police checks, as existing staff have check conducted to hold their existing position. All staff are bound by section 3.1 of the National Police History Check procedure to notify their immediate Supervisor within 48 hours of being convicted of a criminal offense

### 5.5.2 Reference Checks

- Reference checking is the process of contacting previous employers with the applicants consent, in order to confirm job history, skills, experience and general cultural fit. It is a mandatory component of the recruitment process and must be completed on all preferred applicants prior to any offer of employment.

### 5.5.3 Reference checks for external appointments

- Two professional referees must be contacted for all external preferred applicants only and Reference Check Templates completed. The reference check ensures all necessary questions are asked and answered, and all responses are documented.
- A professional reference cannot be obtained from a person related to, or a personal friend of an applicant being reference checked.
- A professional reference cannot be obtained from a person who is on the interviewing selection panel.
- Where the candidate has worked overseas in the last ten years references must be obtained from overseas referees from the applicants previous employer.
- Personal referees will not be accepted unless the applicant has no work history and the referee is approved by the HR Recruitment Partner, or where required the HR Recruitment Manager.
- Only referees provided by the applicant can be contacted. If these referees are not able to provide the information required or there are any doubts, additional referees will need to be confirmed by the applicant. The HR Recruitment team will determine if further information is required to be gathered.

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#### 5.5.4 Reference checks for internal appointments

- Where permanent appointments are made a minimum of one reference check is required.
- The reference must be obtained from the applicant's current line manager.
- Where the applicant has reported to their current manager less than three months a reference can be obtained from their previous manager.
- No references are required where the manager has made a direct appointment.

#### 5.5.5 Agency staff

- When we use external recruitment agencies or labour suppliers we ensure that they undertake recruitment processes that meet YMCA NSW recruitment and screening requirements and that they provide evidence that they do this.

#### 5.6 Compliance

- YMCA NSW is an Equal Employment Opportunity employer and ensures all recruitment and selection processes are free from unlawful discrimination
- All recruitment advertising is centralised in Human Resources to ensure all advertisements are free from discrimination, and in support of our commitment to equity, diversity and safeguarding children, young people and vulnerable adults'

##### 5.6.1 Compliance checks

Compliance checks must be completed by the HR Recruitment Team prior to any offer of employment being made. A compliance check includes the following:

- A full red-flag check of the preferred candidate's application, resume and any additional documents
- WWCC/ WWVP verification
- National and/ or International criminal history check clearance
- VEVO check if required
- Mandatory reference checks
- No commitment of employment is to be made formally or informally by any member of the interview panel to any applicant prior to written approval of appointment being received from the HR Recruitment Team.

## 6. Accountability and responsibility

Role	Responsibility
YMCA NSW Board	<ul style="list-style-type: none"> <li>• Ensure adequate resources are allocated to allow effective implementation</li> </ul>
Executive Leadership Team	<ul style="list-style-type: none"> <li>• Ensure management understand their obligations</li> <li>• Plan organisational resources and requirements for policy and procedure implementation</li> </ul>

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<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Ensure access to policy for all employees and volunteers.</li> <li>• Ensure adequate training and communication is provided to managers and supervisors for the policy's implementation.</li> <li>• Provide advice and support to managers and staff in relation to this policy.</li> <li>• Manage the internal review process for ensuring adherence to this policy.</li> <li>• All compliance checks are completed by the HR Recruitment Team prior to any offer of employment being made</li> </ul>
<b>Managers and Supervisors</b>	<ul style="list-style-type: none"> <li>• Support all training and development initiatives targeted to raise awareness of this policy</li> <li>• Follow the guidance, training and resources provided for the implementation of this policy</li> <li>• Not permit any staff to commence shifts prior to receiving formal authorisation from HR team that all paperwork has been completed and the applicant has been added to Time Teq for rostering.</li> <li>• Not make any offer employment (verbal or written) before receiving authorisation for appointment, from the HR Recruitment team.</li> </ul>
<b>Employees and Volunteers</b>	<ul style="list-style-type: none"> <li>• Follow the guidance, training and resources provided for the implementation of this policy</li> </ul>

### 7. Implications

Failure to adhere to the Recruitment and Selection Policy is viewed as serious misconduct and may lead to disciplinary action, up to and including formal warning, demotion or termination of employment.

### 8. Interactions with related documents

Related policies	Link to the policy
Equity and Diversity Policy	
Discrimination, Harassment and Bullying Policy	
Remuneration Policy	
YMCA NSW – Safeguarding Children, Young People and Vulnerable Adults Policy	

Related procedures	Link to the procedure
Recruitment and Selection Procedure	
NSW Working with Children Check (WWCC) and ACT Working with Vulnerable People (WWVP) Procedure	
National Policy History Check Procedure	

Other related documentation	Link to documentation

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YMCA NSW Management Salary Guide	
Position Descriptions	
Referee consent form	
Interview Guide	
Reference Check Form	
Recruitment and Selection Guide 2016 (for Hiring Managers)	
Recruitment and Selection - Recruiters Guide	
Engagement of agency casuals flowchart	

Related legislation	
Race Discrimination Act	Sex Discrimination Act
Age Discrimination Act	Disability Discrimination and Other Human Rights Legislation Amendment
Equal Opportunity for Women in the Workplace Act	NSW Anti-Discrimination Act
Fair Work Act 2009	Child Protection (Working with Children) Act 2012 (NSW)
Working with Vulnerable People (Background Checks) ACT 2011	Child Protection (Working with Children) Act 2012
Child Protection (working with Children) Regulation 2013	The Children and Young Persons (Care and Protection) Act 1998
The Commission for Children and Young Persons Act 1998	The Child Protection (Prohibited Employment) Act 1998
The Ombudsman Amendment (Child Protection and Community Services) Act 1998	Applicable relevant modern award conditions

### 9. Monitoring, Evaluation and Review

The Recruitment and Selection Policy will be reviewed annually by and in consultation with YMCA NSW Board, Executive Leadership Team and other stakeholders.

### 10. Document History and Version Control

Version	Date Approved	Author	Brief Description
2	29 April 2015	K.Twitchett	Align policy to new format and update processes
3	7 September 2016	K.Twitchett	Update in line with centralised recruitment processes

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**11. Endorsement**

**I endorse the Recruitment and Selection Policy:**

Name	WIKI HART	Role	CEO
Signature		Date	7/9/16

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# YMCA NSW

## Recruitment and Selection Procedure



### 1. Document control

<b>Overview</b>	The YMCA NSW adopts the following Policy in selecting the right people to meet its current and future role requirements through a centralised Recruitment function working in partnership with Centre or Service Manager. Recruitment is centralised within Human Resources to ensure the YMCA recruitment process is free from discrimination, and in support of our commitment to equity, diversity and safeguarding children, young people and vulnerable adults'
<b>Objective</b>	To provide recruitment and selection practices enabling sound decision-making in line with legislative and regulatory requirements including the Safeguarding of Children, Young People and Vulnerable Adults.
<b>Scope</b>	All YMCA NSW staff including paid employees, volunteers, Board Directors, student placements and any consultants or contractors engaged by YMCA NSW.
<b>Procedure owner</b>	General Manager Human Resources
<b>Parent Policy</b>	Recruitment and Selection Policy
<b>Date of approval</b>	07 September 2016
<b>Date of implementation</b>	07 September 2016
<b>Review date</b>	07 September 2017

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## 2. Policy statement

YMCA NSW is committed to fair and equitable recruitment practices based on merit and compliance with all relevant legislation. All individuals are appointed on the basis of their ability to perform the inherent requirements of the job, and with regard to their skills, qualifications and potential fit with the values and objectives of the organisation. YMCA NSW is an Equal Employment Opportunity employer and ensures all recruitment advertising, interviewing and selection processes are free from unlawful discrimination. A centralised Recruitment function will monitor the practices outlined in this policy and provide guidance and support where required.

## 3. Procedure details

### 3.1 Responsibilities

**It is the responsibility of Managers and Supervisors to ensure that:**

- They are familiar with and adhere to the Recruitment and Selection Policies and Procedures and that they follow them accordingly.
- All roles have current Position Descriptions that specify role requirements and selection criteria that have been approved by a Human Resources Business Partner.

**It is the responsibility of the Human Resources Recruitment Team to ensure that:**

- All Managers are aware of their responsibilities in the recruitment and selection process
- Adhere to, and manage adherence to, Recruitment and Selection Policy and Procedures
- Managers are given continuous support and guidance in regards to the recruitment and selection process.
- All roles have a completed compliance check by the HR Recruitment Team prior to any offer of employment being made.

### 3.2 Preparing to Recruit

- To initiate the recruitment process a vacancy is identified by the Hiring Manager.
- A position description (PD) is to be updated or created prior to advertising (for internal and external vacancies). The PD includes a statement of duties and responsibilities, the Key Result Areas (KRAs) of the position, and the essential qualifications and experience required to perform the role. The YMCA NSW position description template is to be used when developing this document. This is to be updated/ created by the Hiring Manager in conjunction with the HR Business Partner.
- No Position Description will be used without HR Business Partner approval.
- All Position Descriptions include the YMCA NSW Statement of Commitment to Safeguarding.
- A job requisition is then actioned by the Hiring Manager with workflow approval sent to the 'one-up' Manager or Supervisor. All vacancies require a 'Request to Hire' form to be completed and approved by the appropriate Manager prior to advertising.
- The 'Request to Hire' form is completed on the Recruitment page of the YMCA NSW intranet located here: <https://yintranet.ymcansw.org.au/ss/hr/recruitment>

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#### 3.3 Request to Hire

- Request to Hire form requires;
  - Position title
  - Location
  - Salary
  - Status of the role i.e. full time/ part time/ casual
  - Advertising methods
  - Notes section for any further information the Recruiter will need

#### 3.4 Recruitment Advertising

- Once a Requisition is received by the Recruitment Team the relevant Recruitment Partner (RP) will call the Hiring Manager to obtain further information about the vacancy (i.e. reason for vacancy, hours of work, availability for interviews, and type of candidate the Manager is looking for).
- Prior to advertising, the RP will check if there are any suitable staff available for redeployment who can be appointed directly to the role.
- Where redeployment has been identified, the recruitment partner will contact the Hiring Manager to advise, and interviews will be organised. Where there has been no match, advertising may commence.
- All roles are to be advertised for a minimum of seven (7) days.

##### 3.4.1 Permanent Full Time/ Part Time, Casual, Seasonal and Fixed Term Positions

- All vacant **Permanent fulltime/ part time, casual, seasonal and fixed term positions** may be advertised internal only or internal/ external depending on the vacancy Note: Any role within a centre which is permanent full time/ part time, must be advertised.
- External advertising options include the YMCA NSW website, external agencies, online job boards, industry specific job boards, and social media, such as Linked In and Facebook.
- All recruitment advertising is prepared centrally by the Human Resources Recruitment Team, using the relevant position templates and job ads. Each advertisement will include information such as position title, responsibilities, essential and desirable criteria, the requirement for applicants to complete a Working with Children Check or Working with Vulnerable People Check, National Police Check and the closing date for applications.
- All recruitment advertisements and templates include the YMCA NSW Statement of Commitment to Safeguarding.

#### 3.5 Shortlisting

- The Recruitment Partner will shortlist all applications received for each vacancy. The Recruitment Partner will look for inconsistencies in the resume, gaps in employment and overall suitability for the role. As part of the shortlisting the Recruitment Partner will identify any concern/risk in relation to child protection (Refer to Recruitment and Selection Guide 2016 (for Hiring Managers)). Further investigation will be conducted before proceeding with any applicant who presents as a potential risk to a children, young people or vulnerable adults.
- For roles that have been determined as required, applicants will be contacted by the Recruitment Partner whom will conduct a short phone screen.
- A shortlist of suitable applicants will be prepared based on merit, in accordance with the applicant's match to the role requirements and their previous work history, industry exposure and task experience, as listed in the position description and job advertisement.
- Once identified, the Recruitment Partner will send a shortlist of candidates recommended for interview to the Hiring Manager.

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- The Hiring Manager will review the shortlist and select the candidates for interview from the recommendations and advise the Recruitment Partner of the selection.
- All applicants that have been unsuccessful in being shortlisted will be notified that they have not been successful in their application.

Temporary appointments including secondments/ transfers of less than three (3) months will be managed and completed by the relevant Hiring Manager. The Hiring Manager will be responsible for liaising with the relevant HR Business Partner for a Contract Variation Letter and Position Description to be given to the staff member where required. The HR Recruitment team will not be involved in this process.

The Hiring Manager will bear responsibility for management of the period to ensure appointments do not extend post the 3 month timeframe.

### 3.6 Interviewing

- The Hiring Manager will be responsible for assembling the interviewing selection panel. A Convenor is designated.
- The Hiring Manager's responsibility is to ensure a suitable selection panel is established to assure the quality and compliance of all activities during the interview process.
- There is to be a minimum of two (2) and no more than four (4) panel members.
- Where possible, the Hiring Manager is to select a panel member who is impartial to the applicants where internal staff is involved.
- All members of the selection panel are required to review the resumes of applicants prior to interviews being conducted.
- Selection panel members are to take notes during the interview to capture, as accurately as possible, candidate responses. This is to allow an effective and robust selection process when assessing all candidates against the requirements of the role.
- The Recruitment Partner will prepare and send the Hiring Manager an interview guide with questions developed relevant to the role. This is to be used for all applicants during the interview process by the panel.
- Interviews to follow the STAR model of behavioural interviewing and questions will be developed in line with this model:
  - S – Situation (What was the situation?)
  - T – Task (What was required of the candidate?)
  - A – Action (What action did the candidate themselves specifically take?)
  - R – Result (What was the overall result?)
- Behavioural interviews allow you to understand how your candidate has acted in specific situations. This model gives you a deeper understanding of their skills and experience and how they deal with certain situations by providing examples from current/ past experience.
- Interview panel to view qualifications submitted with application. Original or certified versions of essential qualifications must be viewed and copy taken at interview.
- Once the selection panel completes interviews the Convenor is to contact the Recruitment Partner to advise the outcome of the interviews and who the preferred candidate is.
- The Convenor is to give feedback on each of the applicants interviewed and outline reasons why they wish not to proceed further with the candidates.
- The Convenor is to send interview notes, identification and referee consent form of the candidate to the Recruiter.

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#### 3.7 Candidate Care

- All applicants will be managed appropriately throughout the recruitment process including maintaining privacy of details provided, active management of the progress of their application, and regular and appropriate communication throughout the recruitment and selection period.
- It is the Recruitment Partners responsibility to manage the applicant lists and progression through the process.
- Where possible, a talent pool will be created and maintained should there be an excess of applicants for any given role, and these applicants are deemed as suitable for consideration for any vacancies which may become available at a later date. The Recruitment Partners will be responsible for maintaining the database.

#### 3.8 Unsuccessful Applicants

- All unsuccessful applicants will be advised of the outcome of the recruitment process as soon as possible after the preferred applicant has accepted the position.
- If the applicant is internal and has been interviewed, the Hiring Manager will verbally advise them of the outcome of their application. Email confirmation should be sent after the candidate has been verbally advised.
- Email advice of an unsuccessful application will be sent to all applicants that have not been interviewed.

#### 3.9 Employment Screening

- Offers of employment will not be made to external candidates until the following compliance checks have been completed and cleared:

Working with Children Check (WWCC)  (NSW only)	All staff, who are employed/engaged for work in NSW are required to hold a valid Working with Children Check. Preferred candidates are not permitted to be offered or commence in a position until a Working with Children Check clearance has been verified by the HR Recruitment Team. This includes Agency staff engaged by the YMCA NSW.
Working with Vulnerable People Check (WWVP)  (ACT only)	All staff, who are employed/engaged to work in ACT, are required to hold a valid Working with Vulnerable People Check. Preferred candidates are not permitted to be offered or commence in a position until a Working with Vulnerable People Check clearance has been sighted by YMCA NSW.
National Police Criminal History Check	A national police criminal history check must be conducted for all preferred candidates by a YMCA NSW authorised user. No cleared check will be accepted that has not been completed by a YMCA authorised user.
International Police Criminal History Check	Where a new staff member has resided overseas in the last 10 years, an International Police Record Check must be conducted in the country of previous residence and cleared prior to commencement in the role.
VEVO checks (Visa Entitlement Verification Online)	Visa verification for overseas candidates to be completed by the Recruitment Partner to ensure that applicants have the right to work in Australia.
Reference Checks	Reference checks must be completed for all YMCA NSW staff and volunteers.

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## YMCA NSW

### Recruitment and Selection Procedure



Internal appointments do not require police checks as existing staff have check conducted to hold their existing position. All staff are bound by section 3.1 of the National Police History Check procedure to notify their immediate Supervisor within 48 hours of being convicted of a criminal offense

#### 3.10 Reference Checks

- Two position-related professional referees are to be contacted for all preferred applicants and Reference Check forms completed and saved to candidate profile.
- One (1) reference check to be conducted for all preferred internal applicants (refer to 5.5.4 in the Recruitment and Selection Policy).

#### 3.11 Compliance

Compliance checks must be completed by the HR Recruitment Team prior to any offer of employment being made. Compliance checks include the following:

- A full red-flag check of the preferred candidate's application, resume and any additional documents
- WWCC/ WWVP verification
- National and/ or International criminal history check clearance
- VEVO check if required
- Reference checks

No commitment of employment is to be made formally or informally by any member of the interview selection panel to any applicant prior to written approval of appointment being received from the HR Recruitment Team.

#### 4. Appointment

- Once all required employment screening as detailed above is completed and full compliance checks completed by the HR Recruitment Partner a member of the Recruitment Team will advise the Manager that the position can now be offered.
- The appointment of a preferred applicant is made through a verbal offer to the individual, by the Hiring Manager or the Recruitment Partner. They will ensure the following is discussed:
  - Agreed salary and/or relevant award and grade
  - Date of commencement
  - Ordinary hours of work
  - Job title and position description, and
  - Probation Period.
- If the applicant accepts the verbal offer, it is then followed up with a written offer, in the form of a Contract of Employment and Position Description. The Recruitment team will draft the Contract and provide links to complete a New Employee pack via MACY. Documents required to be completed are;
  - Initial Employment form
  - Tax Declaration form
  - Superannuation forms
  - Acknowledge of National Employment Standards

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## YMCA NSW

### Recruitment and Selection Procedure



#### 4.1 New Starter Set-up

- Upon acceptance of offer and signing Contract by the preferred applicant, it is Recruitment team's responsibility to:
- Ensure a staff number has been allocated to the new staff member
- Login details sent to staff member for WelcomeStreme to complete new starter paperwork online
- Ensure the staff member completes required documents online. If there are any documents missing or not completed in their entirety the Recruitment Partner will contact the new staff member and request the information be completed.
- Upon 100% completion advice will be given to payroll for the new staff member be created in the payroll system and/or Time Teq.
- Upon completion of set up in systems, the Payroll Manager sends an email informing the Hiring Manager, MACY and IT Helpdesk (for creation of YMCA email address and related network access).
- MACY ensures a new PeopleStreme user account has been created for the new staff member
- The Hiring Manager/ Supervisor is responsible to ensure the Induction is completed on MACY in line with the Induction Procedure (refer Learning & Development Policy)

#### 5. Records Maintenance

The Recruitment and Selection Procedure will be reviewed in line with the Recruitment and Selection Policy.

#### 6. Interactions with related documents

Related policies	Link to the policy
Recruitment and Selection Policy	
Learning and Development Policy	

Related procedures	Link to the procedure
NSW Working with Children Check (WWCC) and ACT Working with Vulnerable People (WWVP) Procedure	
National Policy History Check Procedure	

Other related documentation	Link to documentation
YMCA NSW Management Salary Guide	
Relevant Position Descriptions	
Referee consent form	
Interview Guide	
Reference Check Form	
Recruitment and Selection Guide 2016 (for Hiring Managers)	
Recruitment and Selection - Recruiters Guide	
Engagement of agency casuals flowchart	

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