



# RECRUITMENT POLICY

Version	1	Approved by Board on	16 Jun 2017
Responsible person	Executive Officer	Scheduled review date	Apr 2019

## VERSION CONTROL

Version No.	Date	Responsible person	Details
1	22/2/2017	K Holmes	Development of new policy, including EO recruitment, and removal of procedures.

## RELATED DOCUMENTS

Board Recruitment Policy  
Conflict of Interest Policy  
Code of Conduct

## PURPOSE

The Recruitment Policy has been established to ensure Rural Financial Counselling Service Victoria - Gippsland (RFCSVG) has a framework to attract the best available staff for all vacant positions, and to comply with all legislative requirements and any specific requirements in the current funding contract(s).

## POLICY

RFCSVG is committed to providing high quality financial counselling services to our region. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

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

All recruitment and selection procedures and decisions will reflect RFCSVG’s commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities in relation to the position duties. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

RFCSVG will take all reasonable steps to verify integrity, honesty, skills and background of applicants by ensuring:

- all positions are advertised with skills and criteria applicable to the position,
- Applicants are assessed against key selection criteria,
- Interview panel is impartial, has gender representation and has no conflicts of interest with applicants,



- Interviews questions are structured to assess applicants responses to key selection criteria and qualifications,
- Referee checks are conducted on all preferred applicants,
- Confirmation of qualifications are received prior to commencement of position,
- Police checks are conducted prior to commencement of position, and
- Successful applicants complete a declarations of interests (as per Conflicts of Interest policy)

RFCSVG will internally advertise all vacant positions to current staff to encourage career advancement and increase participation.

Executive Officer recruitment will be coordinated by the Board, or delegated to a sub committee. Appointment of EO will be the responsibility of the full board, based on the recommendation from sub-committee (if applicable). Salary and employment conditions for EO positions are the responsibility of the Board, or delegated sub committee.

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