

## RECRUITMENT POLICY

Responsible person	Executive Officer	Scheduled review date	June 2020
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### VERSION CONTROL

Version No.	Date	Responsible person	Details
1	22 Feb 2017	K Holmes	Development of new policy, including EO recruitment, and removal of procedures.
1.1	16 Jun 2017	K Holmes	Board adopted policy, next review date Jun 2019
2	21 Jun 2019	K Holmes	Policy reviewed – no changes apart from RFCS Gippsland name and minor punctuation. Procedures updated (board approval not required).
2.1	13 Aug 2021	K Holmes	Currently under review with NEW Employee Handbook.

### RELATED DOCUMENTS

Board Member Recruitment Policy

Conflict of Interest Policy

Code of Conduct

Employee Handbook

### PURPOSE

The Recruitment Policy has been established to ensure Rural Financial Counselling Service (RFCS) - Gippsland 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

RFCS Gippsland 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.

RFCS Gippsland 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 RFCS Gippsland'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.

RFCS Gippsland 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,



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- Interview panel is impartial, has gender representation and has no conflicts of interest with applicants,
- Interviews questions are structured to assess applicant's 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 declaration of interests (as per Conflicts of Interest policy)

RFCS Gippsland will advertise internally all vacant positions to current staff, where appropriate, to encourage career advancement **and development**.

Executive Officer recruitment will be coordinated by the Board or delegated to a subcommittee. 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 subcommittee.

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



## **External Advertising**

Where a position cannot be filled internally or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks, on relevant websites, and through local employment services.

Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by the EO.

## **Use of Recruitment Consultants**

Where deemed appropriate, external recruitment consultants may be used for recruitment purposes.

It remains the EO's responsibility to ensure that the recruitment consultant adheres to [RFCS Gippsland's recruitment and selection policies.

## **Screening Applicants**

If a recruitment consultant has been engaged to recruit for a position, they will be responsible for screening the applicants.

Resumes must be screened against the position description 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 possible screening of applicants should be conducted by two persons to ensure consistency in selection.

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 shall be taken into consideration in the selection process.

## **Conducting Interviews**

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the EO. If any member of staff 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**

A minimum of two reference checks are conducted prior to an offer of employment being extended to a applicant.

Details of the reference checks should be attached to the application for future reference.

## **New Starter Paperwork**

Once the preferred applicant has been selected, the EO is to make a verbal offer to the applicant.

A written letter of offer for the successful candidate will be completed by the EO. The letter of offer and or contract of employment will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee.

Once the signed letter of offer, the EO is to notify all unsuccessful applicants. If an external recruitment agency has been used, the EO is to notify the agency, who will notify the unsuccessful applicants.

The EO will liaising with the Finance and Admin Officer to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee.

The Human Resources Department will forward an induction kit to the new employee for their completion.

## **Records and Correspondence**

All contact regarding the position is to be directed to the EO, with all applications marked "Confidential" and posted to the EO.

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 for future reference, unless the applicant advises otherwise.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be advised that their application has been unsuccessful.