



## STATEWIDE GROUP TRAINING (SA) INC

### RECRUITMENT AND SELECTION POLICY

#### **PURPOSE:**

As Statewide Group Training (SA) Inc (SGT) is an Equal Opportunity Employer, a standard and consistent approach to the recruitment and selection of employees will be applied, in an endeavour to provide suitably qualified persons with an equal opportunity to obtain employment with the organisation.

#### **SCOPE:**

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub-contractors, and work experience personnel.

#### **POLICY:**

SGT will select the best person for the vacant position based on an assessment of their overall level of skill, knowledge, experience and relevant qualifications, as determined by the requirements of the relevant Position Description.

Recruitment and selection decisions based on irrelevant and illegal factors such as a person's sex, race, disability, age, sexuality, or other personal biases or favouritism, do not result in the best person being selected for the position and will not be tolerated or condoned by SGT.

All vacant positions within SGT will be advertised in an endeavour to acquire the most suitable applicant available. Any person involved in the recruitment and selection of employees must ensure that candidates are evaluated on the basis of merit and that all processes comply with the relevant laws.

Any employee found guilty of perpetrating, condoning or inciting discrimination in the recruitment or selection process will be disciplined and, in serious cases, have their employment contract terminated.

SGT will not re-employ any employee who has previously been employed by the organisation, without firstly undertaking an investigation into the employment history of the former employee and then obtaining the specific authorisation of the CEO.

#### Advertising

Apprentice and trainee positions with SGT will be advertised (e.g. via our website, SEEK and with industry partners such as Jobactive Providers and RTOs), where appropriate or applicable.

For general staff external advertising will normally take place concurrently with the internal advertisement, especially where time frames are critical, or where management believes it will assist in finding suitable candidates.



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### RECRUITMENT AND SELECTION POLICY

#### Occupation Capacity Health Assessment

Persons applying for employment with Statewide Group Training may be required to undergo an occupation capacity health assessment, depending upon the actual functional requirements of the position, in accordance with SGT's Health Assessment Policy.

#### Police Checks

Where a Police check is required by law, or it is prudent and relevant to perform such a check to manage the risk of the organisation, applicants are to be advised of this requirement. Details of payment of fees involved with Police checks are outline in SGT's Police Check Policy.

#### Vacant Position

When a vacancy arises, the manager/supervisor responsible for the position will discuss the recruitment proposal with the CEO. Decisions should then be made about the actual requirements of the position, the process for sourcing applicants, the appropriate remuneration package for the position and the recruitment budget.

The manager/supervisor will first arrange for the position to be advertised internally, where it is appropriate or applicable.

If the manager/supervisor believes that is in SGT's best interests to source additional candidates for the vacancy, then the placement of an external advertisement will be organised. The manager/supervisor will ensure that the advertisement conforms to legislative requirements and SGT's policies and procedures.

All aspects of external advertisements must be approved by the Advertising Officer prior to placement.

Recruitment agencies will not be used by SGT unless approved by the CEO, to be determined case by case.

The manager/supervisor recruiting for the vacant position will be responsible for:

- Ensuring there is a Position Description for the vacant position that is up-to-date and accurate;
- Preparing an internal company memo/notice detailing the position that has become available and outlining the time frame and process for internal applications of interest;
- Arrange external advertising, if approval has been given, within the allocated budget; and
- Liaising with an external recruitment agency, if one is authorised for use, to coordinate the effort with the appropriate personnel.

#### Position Advertisement

The position advertisement must be written in clear, concise and non-discriminatory language and must contain:

- The title of the position;
- Relevant information about the organisation;
- A description of the duties required;
- Key result areas, where appropriate;
- An outline of the essential criteria for candidates;
- Information about what applicants should provide with their application (e.g. resume/application forms);
- The name of a contact person



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- The closing date for receipt of applications; and
- A statement that SGT promotes a smoke-free workplace and is an Equal Opportunity Employer.

#### Selection Panel

Wherever possible, recruitment and selection decisions will be made by a panel of at least two (2) people. The manager/supervisor who is responsible for the recruitment process will select the panel. Where possible, at least one (1) member must have a detailed knowledge of the requirements of the position.

The selection panel will be responsible for:

- Reviewing the Position Description and determining the essential and desirable criteria for the position, in consultation with the relevant manager/supervisor. The essential criteria are those factors that are crucial and compulsory for the satisfactory performance of the position. Desirable criteria are those that will be beneficial to the applicant in performing the role. By determining the essential and desirable criteria for the position, the panel will have a standard for the comparison of each applicant;
- Creating and documenting an interview plan and questions to be asked at the interview. The questions will be restricted to those that are relevant to the position. Questions that may indicate an intention to unlawfully discriminate will not be tolerated;
- Reviewing the applications that have been received and making a short list of those applicants who meet the essential criteria for the position. Prior to the interviews being arranged, the short list is to be reviewed by the manager/supervisor responsible for the vacant position;
- Arranging suitable interview times with the short-listed applicant's; and
- Notifying unsuccessful applicants by letter or other appropriate means, once the process is completed.

#### Interviews

The selection panel will conduct the interviews. The format of the interview will be to:

- Provide details to the applicant about the position and the organisation;
- Discuss the applicant's skills and experience as they relate to the position;
- Discuss the conditions of employment and remuneration package for the position; and
- Answer any questions that the applicant may have.

The interview must include information for the applicant about the next steps in the selection process, so as to avoid unnecessary anxiety and follow up telephone calls. Written, or verbal, permission from the applicant to contact any nominated referees must be obtained during the interview. If occupational health assessments or other selection tests (e.g. psychological tests) are to be used, they must be explained to the applicant at the interview.

A second round of interviews may be scheduled if necessary. Offers or promises of employment **must not** be made 'on the spot' at the interview.

#### Selection of Candidates and Offer of Employment

Following the interviews, the most suitable candidates must have their work histories, qualifications and references checked. The appropriate manager/supervisor will contact the nominated referees, after firstly confirming this process with the candidate. Appropriate information will be sought to assist in the selection process.



## STATEWIDE GROUP TRAINING (SA) INC

### RECRUITMENT AND SELECTION POLICY

When the preferred candidate has been selected, and **all** tests (e.g. occupational health assessments, aptitude), interviews, qualifications and reference and Police (where appropriate) Checks have been completed and are satisfactory, then an offer of employment will be made in writing.

A written Letter of Appointment/Contract of Employment (and Confidentiality Agreement, where appropriate), should be prepared and must contain the specific terms and conditions of the employment relationship agreed between the employee and SGT during and/or following the interview process.

The applicant will be required to sign the Letter of Appointment/Contract of Employment as acceptance of the offer of employment. **This must occur before employment commences. Verbal offers must be confirmed in writing.**

#### *Selection of Former Employees*

Applicants for positions who have previously been employed by SGT must be assessed to determine their suitability for re-employment. No preference will be given to former employees in the recruitment process, and their access to re-employment must be in line with SGT's Recruitment and Selection Policy, including specific authorisations required.

Former employees of SGT whose employment was terminated for misconduct, dishonesty or similar offences, **must not** be re-employed under any circumstances.

#### ***Other relevant SGT policies:***

Employees, and in particular Managers, are encouraged to read this policy in conjunction with other relevant SGT policies including (but not limited to):

Access & Equity  
WHS  
Police Check Policy

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 27<sup>TH</sup> MARCH 2023