



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Staff Selection Procedures and Recruitment Policy

May 2017

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

Policy Number	ES03
Related Policies	Risk Management Policy Child Safe Environments Policy
Version	2
Created by	Policy Officer - Kate Quane
Reviewed by	Executive Officer – Darryl Buchanan
Applies to	Ethnic Schools South Australia
Key Words	Recruitment; Conflicts of Interest; Reference Checks; Interviews; Advertising Vacancies
Status	Approved
Approved By Executive	ESASA Executive Committee
Approval Date	29 th May 2017
Review Date	April 2018

Table 2: Revision Record

Date	Version	Revision Description
	1	Existing Policy
November 2016	1.1	Formatting Making generic for all schools
7 th April 2017	2	Policy name change from Internal Recruitment and Selection Procedures and Guidelines to Staff Selection Procedures and Recruitment Policy ES03 Added introduction
31 st May 2017	2	Formatting; adding key words; added <insert date> to footer



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Staff Selection Procedures and Recruitment Policy

Introduction

Hungarian Community School, Adelaide Inc. has a responsibility of recruiting suitable personnel and to meet the requirements of Department for Education and Child Development: Child Safe Environments Policy. Hungarian Community School, Adelaide Inc. will take reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. The school will take appropriate recruitment measures including a criminal history assessment to ensure the school is a child safe environment. This policy is based on information from the Government of South Australia: Department for Education and Child Development – Child Safe Environments: Principles of Good Practice.

Purpose

This document outlines the process to be applied by all employees to ensure effective internal and external recruitment and selection within Hungarian Community School, Adelaide Inc.

The internal recruitment process incorporates current and future paid employees (both permanent, fixed term, and casual) and volunteers. The Hungarian Community School, Adelaide Inc. recognises the services of volunteers within the organisation.

Principles

The internal recruitment and selection process are underpinned by:

- core behaviours of respect, excellence and creativity
- equal opportunity employment and merit-based decision-making
- privacy and confidentiality surrounding applicants' personal information
- procedural fairness

Equal Opportunity Employment

In accordance with the Equal Opportunity Employment and Fair Treatment legislation the Hungarian Community School, Adelaide Inc. supports working environments that are fair, just and free from discrimination and bias.

This means that the school does not tolerate discrimination or harassment of any type, including (but not limited to): race, colour, disability, religion, gender, age, national origin, sexuality, gender identity, marital status, pregnancy or breast feeding, or trade union activity. As such, all employment and volunteer engagement decisions are made on the basis of



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merit. Through the selection process, applicants are to demonstrate how they meet the eligibility and essential criteria for the position which they have applied.

Privacy and Confidentiality

Hungarian Community School, Adelaide Inc. is committed to protecting the privacy of all job applicants. We demonstrate this commitment through our on-going compliance with all Privacy legislation (and related Privacy Principles).

All personnel involved in the recruitment and selection processes are to hold and treat all information concerning applications (including applicants' personal information) as confidential.

Procedural Fairness

Procedural fairness provisions apply to all recruitment and selection processes:

- all internal applicants are able to receive contact, support, and feedback about decision-making and the status of applications from the Human Resources department in a timely manner
- all applicants remain confidential with personal information handled in accordance with this policy and the Schools Privacy Policy
- any internal personnel can appeal decisions or raise complaints about the recruitment and/or selection process in accordance with the Employee and Volunteer Grievance Resolution Procedure

Conflicts of Interest

Conflicts of interest must be avoided. A conflict of interest arises when a staff member makes a decision or participates in decision-making affecting another person with whom they have a close and/or personal relationship.

An example is where an applicant for a position is related to or has a personal connection with:

- their immediate line manager or a manager with authority over the position
- a staff member reporting directly to them
- a past or present client at that site
- a past or present volunteer at that site

Where such conflicts of interest arise or may arise, the following procedures apply:

- (As applicable) the employee/applicant and the staff member involved in the decision-making process are to advise the Human Resources representative of the existence or a real or potential conflict of interest.
- The Human Resources representative will provide guidance on the matter and will act to address and resolve the conflict of interest.



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- The Human Resources representative will provide information and feedback to the applicant and staff member involved concerning decisions and any alternative arrangements.

Eligibility for internal applicants

To be eligible to apply for an advertised position, all internal applicants must:

- Be currently employed by the Hungarian Community School, Adelaide Inc. at the time of lodging an application and not be engaged in a formal performance management process with the school.
- Have completed their probation period to the satisfaction of their current manager.
- Meet the minimum eligibility and selection criteria outlined in the Position Description to the satisfaction of the selection panel.

Role of Human Resources

The Human Resource department facilitates and provides support to recruiting managers, applicants, and selection panel members throughout the recruitment and selection process. Support can also be provided to applicants to assist them to prepare for the interview process.

Recruiting managers and employees may seek recruitment related support and assistance from Human Resources at any time, as applicable to the circumstances.

Position Descriptions and Selection Criteria

Position Descriptions are developed for all positions and are available for all applicants.

Each Position Description outlines the relevant reporting lines, scope of responsibility, and eligibility and mandatory and desirable selection criteria for the position.

In some circumstances, applicants may not be required to provide responses to all selection criteria in the Position Description as part of their application. Hungarian Community School, Adelaide Inc. online system will identify the selection criteria that must be address by applicants for that stage of the application process.

Additionally, Position Descriptions include reference to other mandatory requirements that must be met to be appointed to the position. These requirements can include state/territory criminal history screen requirements, position or contractual requirements, and the ability to support and work within Hungarian Community School, Adelaide Inc. mission and values.

Advertising Vacancies

All vacant positions are advertised.

All vacancy advertisements include:

- A full position description



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- Close date for applications to be submitted by
- Contact details of the relevant Human Resource representative
- An invitation for prospective applications to call and discuss the position prior to submitting an application

Short-listing of applicants

Short-listing is conducted by the selection panel to establish an appropriate number of applicants who will progress to the interview stage.

In addition to providing resumes, applicants for a vacancy may also be asked to provide responses to specific questions and/or to participate in phone screening interviews facilitated by Human Resources. Responses from these activities will also help identify the applicants to be short-listed for a face-to-face interview.

Interviews

An interview provides an opportunity for the Hungarian Community School, Adelaide Inc. and the applicant to further explore the applicant's suitability for the position.

Interviews include a representative from the Human Resources department and the recruiting manager or nominated representative. A third panel member may also be included from management or for specialised consultative purposes as per the Interview Panel Guidelines.

The following procedures apply:

- The Human Resources representative is to ensure that interviews are scheduled with all short-listed applicants and that the applicants are advised of the interview panel members.

Internal Reference Checks

Internal reference checks are used to confirm the applicant's eligibility to apply as outlined in this guideline, their current experience, and the information provided in their application.

In lodging an application, applicants are agreeing that their current manager/supervisor may be contacted to provide an internal reference.

The following procedures apply:

- Internal applicants may contact Human Resources to discuss the internal reference process and any related concerns
- Once an applicant has accepted an opportunity for an interview, the Human Resources representative will contact the applicant's line manager to request an internal reference.
- Line managers will provide internal references for short-listed employees, as requested, and are to maintain confidentiality around employee applicants. Line managers should refer to the Guidelines for Providing an Internal Professional



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reference – HR for further guidance.

- If a referee is away from the office or on leave, the reference request will be escalated to their manager to complete or delegate for completion.

Criminal History Screening

State and territory legislation require personnel working with children and young people (or their records) to undergo Criminal History Screening and to maintain clearance throughout their period of engagement. Requirements and arrangements differ between each state and territory.

Similarly personnel who have access to personal credit card information may also be required to undergo criminal history checks to guard against opportunity for fraud.

All Position Descriptions for vacancies at Hungarian Community School, Adelaide Inc. outline detail of any criminal history or Work with Children assessments required for the vacancy advertised.

Human Resources will support the successful applicants to submit the relevant state application at time of appointment.

Verification of Qualifications/Credentials

The Hungarian Community School, Adelaide Inc. reserves the right to verify any qualifications or credentials provided by applicants that may be required for or relevant to their roles.

Any questions about the validity of qualifications or credentials will be address with the applicant by Human Resources staff.

Unsuccessful Applicants

All unsuccessful applicants will be notified and invited to discuss any questions they may have regarding their applicants.

Authorisation

Chairperson, Management Committee

Secretary, Management Committee

Date: _____