

## Recruitment essentials 2

### The selection process

The next step in this process is to form and brief a selection panel who will be responsible for advertising, shortlisting applications, interviewing, contacting referees, making recommendations to the school governing council and informing applicants of the outcomes of the process.

According to the *Administrative instructions and guidelines (AIGs)* (schooling sector) Section 5 Page 45, OSHC staff vacancies on Department for Education and Child Development (DECD) sites operated by school governing councils of longer than 20 days need to be advertised.

A copy of the AIG's can be downloaded from:

<https://www.decd.sa.gov.au/sites/g/files/net691/f/aigsschoolcouncilsandother.pdf?v=1465351611>

#### Establish a recruitment subcommittee / selection panel

It is recommended that selection panels on DECD sites operated by school governing councils have the following when advertising for a director position:

- council chairperson
- school principal and
- one other person, usually representing the OSHC committee

for OSHC staff:

- director of the service
- a nominated representative of the school governing council/employer
- at least one other member who could be a parent or staff representative or a community person.

Try not to overwhelm applicants with large panels. A panel of three people allows for a diversity of viewpoints and sharing of the workload.

#### Prepare the selection panel with information and links to relevant legislation

**before advertising**

#### Review job and person specification

The job and person specification should provide a clear description of the duties and requirements of the position, its classification and where the job fits within the OSHC structure.

- Have there been any changes to the job eg, delegated authority, classification of the position, duties etc?
- Does it use language that respects diversity, inclusion and equity?
- Are there any special skills, knowledge, experience needed to work at the service?
- Ensure the job and person specification explains the requirements of the criminal history screening process to work on a DECD site and lists any qualification requirements.
- Check the *Children's Services Award 2010* for appropriate classification and pay rates.

**Develop a clear selection process and identify all critical dates**

- Advertising
- Applications
- Shortlist
- Interviews
- Referee reports
- Panel report including recommendations
- Offer job/acceptance/advise other applicants
- Begin employment
- Induction/review period

**Develop strategies to attract and recruit the right person for the job**

- How will you recruit the new staff member?
- How much will it cost you to recruit and induct the staff member?
- Upfront costs may include newspaper or online advertisements
- Hidden costs include the time it takes you to plan for and find a new staff member and for the new employee to get to the same productivity level as the former employee
- Are you advertising as broadly as possible?
- Do you require applications to be in a particular format or to have word limit?

**Create an advertisement**

Sample advertisement templates are available from the OSHC website:

<https://www.decd.sa.gov.au/sites/g/files/net691/f/oshc-director-advertisement.docx?v=1457568531>

or the Fair Work site: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides>

**Ensure the recruitment process includes the following:**

- A nominated person to respond to queries, send job and person specifications and contact applicants for interview
- A written application addressing the advertised job and person specification criteria including:
  - permission to obtain criminal history screening
  - a resumé detailing their previous work history
  - contact details of two referees, **one of whom should be the previous or current line manager.**

**During advertising period**

**Prepare for interviews**

- Review selection criteria
- Consider interview strategies: will you ask questions, seek responses to scenarios, request applicants to prepare presentations?
- Select strategies appropriate to your context and prepare interview questions, scenarios and/or presentation outlines
- Ask questions relating to the applicants skills and relationships with children, child development, quality practice and program planning. The interview provides not only an opportunity to talk to the potential employee about their background, skills, interests and abilities but also explore any doubts about the suitability of the candidate.

**Consider interview environment**

- Privacy, furniture, lighting, noise, temperature, signage.

**Review or establish process for shortlisting**

- In line with the DECD AIGs (schooling sector) Section 5: *School councils, affiliated committees and related matters* a position must be filled by the most suitable person who matched the skills, abilities, knowledge and experiences listed in the person specification. The selection must be based on merit with no favouritism, nepotism or patronage shown to any person. There must be no discrimination on the basis of race, age, physical impairment, sex, marital status, pregnancy, sexuality or intellectual impairment.
- Confirm qualifications against ACECQA list of qualifications for South Australia available from: [www.acecqa.gov.au/Working-with-children-over-preschool-age](http://www.acecqa.gov.au/Working-with-children-over-preschool-age)
- Sight original parchments and take a copy
- Be aware of equal opportunity and merit principles
- Identify who will advise successful/unsuccessful applicants.

**Prepare employment pack and contract**

- An employment contract is an agreement between an employer and an employee, outlining working conditions, hours, remuneration and other matters negotiated at the commencement of employment.
- For information on what should be included in an employment pack see the *Recruitment Essentials 3* resource sheet.

**Prepare/review the services induction process**

**Interviews**

**Meet applicant in reception before the interview**

- Offer water, advise location of toilets etc
- Providing a copy of the questions for review before the interview starts allows applicants to think about their responses. Provide quiet comfortable area to do so
- Decide if the person responsible for meeting applicant in reception is the same person to bring the interviewee to the interview room or whether one of the interviewers will escort the interviewee?

- Introduce panel and give a brief overview of the position**
  - Explain the interview format to the applicant
  - Do not 'coach'
  - Be aware of cultural considerations when interpreting body language and behaviour.
- Give the applicants an opportunity to ask questions**
  - Any additional questions asked of applicant must be same for others.
- Advise applicants on what the process will be after the interview**

#### After the interviews

- Contact at least two referees**
  - For more information on referee checks visit DECD *Merit selection policy, procedures and instructions 2010* visit: <https://www.decd.sa.gov.au/working-decd/teaching-vacancies/merit-selection>
  - For ideas on questions to ask referees, a reference checking form can be downloaded from Fair Work at: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides>
- Make selection decisions or recommendations**
  - Collect and analysing evidence about the suitability of applicants
  - Review responses against selection criteria and rank applicants
  - Prepare a panel report for school governing council, guidelines on reporting can be downloaded from:  
<http://publicsector.sa.gov.au/wp-content/uploads/20070101-Good-practice-guide-Recruitment.pdf>
- Document your decisions**
  - Once this has been done, the information needs to be tabled at school governing council.
- Notify applicants**
  - Once the selection panel's recommendation is accepted, contact the successful applicant
  - Prepare feedback for unsuccessful applicants
  - If there were no suitable applicants, review your options.

**Formalise acceptance**

- Sign documentation and contract of employment.
- Confirm, site and please visit <https://www.decd.sa.gov.au/parenting-and-child-care/child-care/services-and-programs/out-school-hours-care-oshc/managing-oshc-service/relevant-history-screening-oshc-staff-and-volunteers> for information on relevant criminal history screening.
- Negotiate start date, orientation process and any professional development support required on commencement in the position.

**Advise other applicants, and staff who will be working with the new employee**

**Consider who else needs to know (children/families etc) and how you will share this information.**

**Review the interview process**

