

# Merit Instruction 10

## Shortlisting

### **Appropriate consideration of experience and development potential**

As a part of the selection process, panels are required to give due consideration to applicants who have recent relevant experience that demonstrates their ability to meet the essential minimum requirements of the vacancy. This includes those applicants with community or other experience outside the organisation, and applicants who hold or have recently performed the same or a similar role in this or another organisation. Panels should recognise that there are a range of alternative pathways into DECD, and that duration of time within the organisation is not a key consideration.

Where an applicant has experience in roles at the same level or senior to the vacancy but that experience is of a different nature, a careful assessment of that experience should be conducted to identify transferable skills and knowledge.

It is important that panels do not exclude applicants too hastily from the process without appropriate consideration of such factors as past and current experience and potential for development.

### **Incumbent/recently experienced applicants**

In cases where an applicant is the incumbent, or has recently acted in the role for a reasonable period of time, and there have been no serious performance issues raised, it is appropriate to assume that the applicant fulfils the essential minimum requirements of the vacancy.

Accordingly, such applicants will normally be shortlisted for further consideration, even if their written application has minor deficiencies.

### **Previous experience in an equivalent role**

Where an applicant has recently acted in, or held, an equivalent role to that of the vacancy to be filled for a reasonable period of time, without any serious performance issues being raised, and where an adequate application has been submitted, it is appropriate to assume that the applicant fulfils the essential minimum requirements of the role. Accordingly such applicants will normally be placed on an initial shortlist and any relatively minor deficiencies in an application explored through referee checks, work samples or other suitable means before decisions are made about whether to progress the application.

If a panel decide not to progress an applicant who meets these criteria they must justify their decision in the panel report.

### **Applicants of Australian Aboriginal and Torres Strait Islander descent**

DECD, in line with its obligations under South Australia's Strategic Plan (T624) and the DECD Aboriginal Strategy, is committed to increasing the number of Aboriginal employees in leadership positions across the organisation. An initiative to provide support and opportunities for Australian Aboriginal employees seeking leadership roles across the organisation has been established as described here.

All applicants identifying themselves as being of Australian Aboriginal or Torres Strait Islander descent who submit an application for an advertised vacancy will be given particular consideration. Selection panels are required to consider the information contained in the application and to contact at least one referee who can address both the applicant's skills, knowledge and experience and their capacity and potential to achieve the desired outcomes of the vacancy. The decision as to whether or not the applicant will proceed through to the next round of the selection process will be based on the outcome of this further consideration.

Applicants of Australian Aboriginal and Torres Strait Islander descent must receive constructive, informative feedback, either in writing or verbally, for the purposes of professional development and to assist in the preparation of future applications. Further information in relation to this issue can be obtained from the Ethical Conduct Unit.

**Ethical Conduct Unit**

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