



RECRUITMENT AND SELECTION POLICY

POLICY DETAILS AND DOCUMENT MANAGEMENT

Author: School Principal K-12

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| School | <input checked="" type="checkbox"/> | Executive Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | Administrators | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Access | <input type="checkbox"/> | All Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Open | <input checked="" type="checkbox"/> | Students | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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REVISION HISTORY

| Published | Version | Approved By | File Name |
|------------|---------|-------------|----------------------------------|
| 01/11/2020 | 1.0 | Board | Recruitment and Selection Policy |
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GENEALOGY

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| This Policy replaces: |
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| This Policy was cancelled and superseded by: |
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CONTENTS

| | |
|---|---|
| PREAMBLE | 4 |
| SCOPE | 4 |
| CONTEXT | 4 |
| POLICY | 4 |
| 1. PROCESS - PLANNING | 4 |
| 2. DIVERSITY AND INCLUSION..... | 4 |
| 3. APPROVALS | 4 |
| 4. SOURCING | 5 |
| 5. SELECTION | 5 |
| 6. DUE DILIGENCE..... | 6 |
| 7. INTERNAL APPLICANTS | 6 |
| 8. EMPLOYMENT CONTRACTS | 6 |
| 8.1.New Starter Pack..... | 7 |
| 9. ONBOARDING AND INDUCTION | 7 |
| 10. PROBATION | 7 |
| 11. CHANGE OF TERMS AND CONDITIONS/ NEW EMPLOYMENT CONTRACT | 7 |
| 12. EMPLOYMENT CONTRACT/ CHANGE OF CONDITIONS LETTER..... | 8 |
| 12.1 Making the request..... | 8 |
| 12.2 Employment conditions | 8 |
| 12.3 Employment contracts, letters, and templates | 8 |
| 12.4 Issuing letter to candidate/ employee..... | 8 |
| 13. RECORDS..... | 8 |
| 14. PROCESS MAP | 8 |
| 15. RELATED DOCUMENTS..... | 8 |

PREAMBLE

Emmanuel Christian Community School (ECCS) believes that employees who are aligned to the Christian vision and values of the school contribute the best in achieving its objectives. Our goal is to provide a fair and open recruitment process that is flexible and responsive to the needs of the school and the marketplace.

The purpose of this procedure is to outline our recruitment and selection process. An offer of employment will only be made once all the stages of the selection process has been satisfactorily completed.

Also outlined is the process for raising requests to change or update current contracts of employment to reflect agreement between the School and the Employee in response to the needs of the School.

SCOPE

All members of Emmanuel Christian Community School staff and volunteers must comply with this policy.

The School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment

CONTEXT

Emmanuel Christian Community School may, from time to time, review and update this policy to take account of changes to the school's operations and practices and to make sure it remains appropriate to the changing legal and school environment.

POLICY

1. PROCESS - PLANNING

Before commencing any kind of recruitment, the Leadership team member should first consider whether the position is still required in its current form or if there is capacity for the position's functions to be performed by existing resources. Only after this does the hiring manager commence looking at resources external to the school.

The hiring manager is responsible for managing their budget and headcount, work goals and broader school operational needs. In addition, the hiring manager is responsible for defining the experience, qualifications, competencies, and behaviours required from the successful candidate in relation to the diversity in the existing team.

2. DIVERSITY AND INCLUSION

The hiring manager is to encourage diversity and inclusion in all aspects of the recruitment process. This relates to (but not limited to) diversity of thought, experience and background whilst still staying strongly aligned to the Christ-centred Vision of ECCS.

3. APPROVALS

- The hiring manager is responsible to obtain approval before commencing any recruitment activity.
 - Role is budgeted or replacement of exiting employee, Principal and Business Manager approval.
 - Leadership positions (Principal, Deputy Principal, Business Manager) needs approval from the Board.
 - Role is above budget or does not exist in the organisation chart, Principal and Business Manager to approve. Hiring manager to present business case for the additional position or new hire.
 - Using the Template - Approval to Recruit. Hiring manager obtains necessary approvals.
- Once a candidate has been identified, the hiring manager is responsible for the following before proceeding with an offer:

- Confirmation that Selection and Due Diligence is satisfactorily completed.
- Determine the type and duration of the contract. Including commencement and (if relevant) end date of the appointment, days and/or hours of work, relevant allowances, etc.
- Hiring manager to make a formal recommendation to hire. Summary page/ interview notes, CV and other relevant documents included in the business case to the final approver.
- Using the Template - Employment Offer. Hiring manager, with input from the Business Manager, provides all information that is to be reflected in the employment contract, offer or memo.
- Approval from Principal (for Fixed Term, Casual appointments)
- Approval from Principal following endorsement by GBC Senior Pastor and School Board Chair (permanent appointments)
- Any requests to change to conditions (working hours or days), employment type (part-time / full time) or extensions to Fixed term contract that is cost neutral (no change to total FTE) will be approved by Deputy Principal. If there is impact to FTE, Principal and Business Manager approval is required.

4. SOURCING

- All external job opportunities will be posted on the ECCS career page and social media channels.
- Job ads on job boards (i.e. Seek) and other paid media channels requires Business Manager approval.
- Job ads to adhere to branding and template standards. Hiring manager to work with HR to finalise job ad.
- Hiring manager to ensure that job ads accurately represent the school's standards, the responsibilities of the role and requirements and expectations from the successful applicant.
- An internal school-wide communication will be sent to inform and encourage internal applicants and/or referrals.
- Job ad details also to be provided to Girrawheen Baptist Church to be announced at an upcoming church service.
- Referrals from current employees or school families are welcome but are required to submit a formal application and be subject to the selection process.
- Duration of the posting to be agreed to prior to posting.

5. SELECTION

- A completed application form will need to be received together with a current CV, copies of qualifications and other requirements. All completed applications to be considered against the requirements of the role.
- A selection criteria document may be requested as part of the application to enable the applicant to showcase relevant skills and experience to support their application.
- The hiring manager is responsible for arranging and conducting interviews with short listed applicants. Assistance in arranging an interview available through Business Support.
- Use recommended email comms to acknowledge application, confirm interview details and advise unsuccessful applicants. Timely communication with all applicants is expected.
- An independent peer to join the hiring manager as part of the interview panel. The independent peer role's is to provide healthy challenge to unconscious bias and assurance to process. (i.e. Role in Primary, Deputy Principal Secondary or Principal joins as independent peer, HR joins as independent peer). The Hiring Manager may also nominate a subject matter person to join the panel.
- A structured interview process and guide will be used during the interview.
- Hiring managers who are unfamiliar with the structured interview process are encouraged to seek guidance and training.
- After the recruitment process is complete, hiring managers are required to file all interview notes and CVs of interviewed candidates in a secure place and destroy all other CVs that are not to be considered for talent pipeline.
- Talent Pipeline that remains idle for 3 months is recommended to be discarded sensitively.
- Sighted documents presented by the interviewed applicant to be noted on the interview guide. Copies will be collected only for the successful applicant in onboarding.
- For permanent appointments, the hiring manager will arrange for the preferred applicant to meet with the Principal, Senior Pastor and Board Chair before proceeding further.

- The hiring manager prepares the interview summary and recommendation for the executive. This includes Pastoral/ Character and professional reference checks.
- The hiring manager is responsible to ensure that unsuccessful applicants have been notified. Unsuccessful interviewed applicants are to be given verbal advice and feedback by a member of the interview panel.

6. DUE DILIGENCE

Reference checks

- Hiring managers are required to conduct reference checks before progressing the candidate. This is recorded in the employee file.

Fitness for work medical

- Drug and Alcohol Screening
- Fitness test – dependent on role requirements and risk

Supporting documents

The following original documents must be sighted by the hiring manager during the interview or at least prior to obtaining approval to proceed with an offer:

- National Police Certificate
- WWCC
- Teacher's registration (if relevant)
- Rights to work in Australia
- Any other qualifications required

7. INTERNAL APPLICANTS

If a current employee is applying for another role in the school, they should notify their Line supervisor.

It is the responsibility of the Line supervisor to discuss this with the hiring manager and together assess the suitability of the internal applicant. The Line supervisor is to ensure that the internal applicant is provided feedback, coaching or support if their application is deemed not suitable.

The internal applicant must be informed of the decision before the hiring manager proceeds with the offer to the preferred candidate.

Should an internal applicant be deemed suitable, it will be hiring manager's discretion to invite the person to an interview (supported by independent peer) or proceed to seeking approvals to make the offer and direct appointment.

8. EMPLOYMENT CONTRACTS

Business Support will prepare all employment contracts. Together with the New Starter Pack, this is given to the hiring manager who will make the verbal offer and issue the formal offer to the successful applicant.

Hiring manager to provide all relevant information to Business Support in relation to the terms and conditions of the offer. This will include (but not limited to):

- Position Title
- Level (Salary/ Rate)
- FTE
- Type of contract
- Start and End date (if applicable)
- Hours and days worked
- Special allowances (if applicable)

The new starter may only commence employment, on the date agreed, once the employment contract has been signed, dated, and returned, and copies of supporting documents provided.

8.1. New Starter Pack

Business Support will put together a New Starter Pack that will be sent to the preferred applicant. The New Starter Pack will include:

- Employment Contract (Offer)
- Personal information and record form
- Completed documents checklist
- Tax File Declaration
- Superannuation Choice Form
- Ethics and Confidentiality Agreement
- Health and Safety Policy
- Cyberspace Agreement / IT Use Policy
- Fair Work Statement

If the internal applicant is successful, Business Support will prepare the necessary contract. They may only commence in the new role, on the date agreed, once the employment contract has been signed, dated, and returned.

9. ONBOARDING AND INDUCTION

Any new starter is to undergo onboarding and induction applicable to their role.

10. PROBATION

All new employees are required to complete a probationary period as per their contract.

Line supervisors are responsible to review the employee's performance and suitability to the school during the probationary period.

11. CHANGE OF TERMS AND CONDITIONS/ NEW EMPLOYMENT CONTRACT

All employees whose terms and conditions will change as a result of a business decision will be required to be given a new employment contract or change of conditions memo.

Examples of changes that will require a new employment contract include:

- Change of employment status – casual to part time to full time
- Change of position title – i.e. Education assistant to relief teacher

A change of conditions memo will be applicable to:

- Change of hours or working days
- Change of campus
- Temporary work arrangements

Line supervisors are responsible to review the employee's current contract arrangements and seek the necessary approvals before finalising any changes.

Business support will generate the employment contract or memo (where relevant) to formalise the change that will be offered to the employee. An accepted offer will need to be signed and returned to Payroll to affect any changes.

12. EMPLOYMENT CONTRACT/ CHANGE OF CONDITIONS LETTER

12.1 Making the request

The Line supervisor/ hiring manager / Deputy Principal will seek the necessary approvals to request an employment contract, change of conditions letter.

12.2 Employment conditions

Employment conditions that will be reflected in the contract will be noted on the Template – Approval to Recruit/ Change of Conditions/ Employment Offer template.

This information will form the basis for any employment letters and payroll information changes relating to the employee. Line supervisors are to complete the approved Template – Employment Offer/ Change of Conditions to Payroll for action and record keeping.

12.3 Employment contracts, letters, and templates

Business Support will be responsible for maintaining and generating employment contracts templates. Wording for contracts will be guided by the Award, Agreement and AISWA resources

12.4 Issuing letter to candidate/ employee

Hiring manager / Line supervisor will be responsible for making the offer and will return a signed accepted copy to Payroll and employee records.

13. RECORDS

Records of approvals and Employment offer details or change of conditions are kept in Payroll records. Signed contracts are kept in employee file.

14. PROCESS MAP

[Link to simplified process map - Process Map - Recruitment and Selection](#)

15. RELATED DOCUMENTS

- Template – Approval to Recruit/ Change of Conditions/ Employment Offer
- Interview Guide
- Application for XXX (tracking sheet)
- Sample Email communications
- Summary Sheet – Interview notes – XXX