

City Policy & Procedure: Recruitment and Selection

1. Policy Statement

The City of Albany Recruitment and Selection Policy serves to provide a consistent guide to the processes involved in the recruitment and selection of staff. The City is committed to recruitment, selection and appointment decisions being fair, consistent and transparent and compliant with S5.40 of the Local Government Act.

2. Objective

- Maximise the Human Resource of the City of Albany by appointing skilled, competent and suitable applicants;
- Ensure the recruitment process complies with all relevant legislation, in particular S5.40 of the Local Government Act 1995; is equitable, non-discriminatory, non-threatening and welcoming to applicants;
- Ensure the City of Albany is competitive in the labour market; and
- Ensure cost effectiveness and process consistency across the organisation.

3. Scope

This policy covers all positions other than those of Chief Executive Officer and positions designated by the City of Albany as “Senior Employees” under the Local Government Act 1995. This includes recruitment to all permanent, temporary, contract or casual positions or volunteers through internal means or via external providers.

The recruitment and selection processes for the Chief Executive Officer and Senior Employees positions will comply with the relevant sections of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

4. Review

This policy and procedure is to be reviewed by Human Resources every two years.

5. Legislation Relating to this Policy

- City of Albany & ASU Collective Enterprise Agreement 2013
- Equal Employment Opportunity Act 1984
- Local Government Act 1995
- Fair Work Act 2009
- Age Discrimination Act 2004
- Human Rights and Equal Opportunity Commission Act 1986
- Equal Opportunity for Women in the Workplace Act 1999

6. Responsibilities

The Human Resource Department is responsible for coordinating any recruitment; however, the immediate supervisor/manager of the position to be filled is responsible for initiating and assisting with the process.

The role of Human Resources is to:

- Maintain recruitment records;

- Draft advertising and information package and arrange advertising;
- Collate applications, assess applications, set up interviews and communicate outcomes to applicants;
- Draft and send out letters of offer and/or contracts with establishment documentation;
- Coordinate commencement of successful applicants; and
- Assist with any queries.

The supervisor/manager's role is to:

- Approve advertising and information package documents;
- Convene an assessment panel and assess pool of candidates HR have shortlisted applications;
- Conduct interviews and verbally communicate outcomes to interviewed applicants; and
- Where necessary provide feedback to applicants.

7. Recruitment and Selection

A recruitment process can only commence after consideration has been given to the present and future corporate needs of the City of Albany in accordance with relevant Corporate and Strategic Plans and funding arrangements. This may include investigating possible alternative staffing actions such as structural change and/or redistribution of duties.

Approval of the Chief Executive Officer, who will discuss all recruitment through EMT, is required to commence the recruitment and appointment process. This will require completion of the Recruitment Request Form that includes consideration of all corporate requirements for filling the position.

Positions that are not within the budget will require written authority to commence the recruitment and selection process via the Executive Director to the Chief Executive Officer.

All requests to fill a position should be done via Human Resources.

Note: Confidentiality of Information is to be strictly adhered to for all employees involved in a recruitment and selection process.

8. Selection & Appointment Process

Panels should include a suitably qualified manager/supervisor with appropriate training or a member of the HR Department. Ideally a panel should include 3 people (including a panel member outside of that work area) and the Manager of the role will become the Chair Panel.

Prior to making any appointment or advising a recommended candidate there is a requirement for the selection report to be sighted by Human Resources and approved by the relevant Manager/Executive Director delegated with such authority.

Appointment cannot be made without following the minimum requirements of the Pre-Employment Screening Procedures including: eligibility to work, criminal record screening and reference checks. A Working with Children check will also be required if the position has been identified as undertaking child related work in accordance with the Working with Children (Criminal Record Checking) Act 2004.

8.1 Declaration of Interest

If, at any point in the recruitment process, a member of the panel realises that they know an applicant they must complete a Declaration of Interest form and notify the panel. It is up to the panel to then discuss the conflict and decide if they will replace the member of the panel or are happy that the prior knowledge of the applicant won't affect the panel member's ability to be impartial during the process.

There are some circumstances under which a staff member must resign from the panel due to conflict of interest. These are when an applicant is:-

- a family member or friend;
- an ex-partner; and
- an ex-co-worker if they:
 - were the panel members direct report; or
 - had a poor working relationship.

9. Recruitment Process – Permanent Employees

9.1 Recruitment Request Form

The manager is responsible for completing a Recruitment Request Form. This form can be found on the Intranet and outlines the position details, reasons for advertising, cost centres involved and advertising preferences. Ensure that a 'Job Number' is provided as this will be where the recruitment costs are taken from.

It's important to complete all the details on this form and have it signed off by the relevant Executive Director as well as the Chief Executive Officer before passing it to Human Resources. The Executive Director will take the completed form to the next EMT meeting to discuss before being signed off by the CEO.

No recruitment will commence without the correct information and approvals having been received by Human Resources.

9.2 Advertising and Collation of Applications

All positions for the City of Albany must be advertised, there may be exceptions for example Casual and Temporary Employees and in this instance an approved Request to Employ form must be completed and given to Human Resources. Human Resources will also advise where each role should be advertised.

In some situations it may only be appropriate to advertise internally; if this is the case the internal expressions of interest must be open for a minimum of 1 week. Internal advertising provides current staff with opportunities to advance or express their career aspirations. The City will then advertise externally if there are no suitable internal applicants.

Human Resources will draft up an application package consisting of a Position Description, advice to applicants and conditions and selection criteria. This package along with a draft advertisement will be emailed to the manager/supervisor for review and approval.

Once approved Human Resources will arrange for the position to be advertised, in conjunction with the Communications team, and uploaded to the City of Albany and any relevant on-line advertiser websites. Advertisements must be open for a minimum of 2 weeks with the only exception being

Human Resources will collate all applications in both hard and e-copy.

9.3 Application Assessment

Once the recruitment has closed for application Human Resources will:

- Ensure all applications have been placed on file;
- Input details of applicants into the 'Application Assessment' spreadsheet;
- Send 'Receipt of Application' letters to applicants;
- Review all applicants and create a pool of shortlisted candidates for the panel to then assess further; and
- Email 'Application Assessment' spreadsheet to manager/supervisor and provide them with the hard copy file.

The Chair Panel is responsible for informing HR of what they are looking for from the successful candidate to assist HR in the short listing process and in assessing the applications from HR and passing the 'Application and Assessment' spreadsheet along to each panel member to complete.

The panel is not to include the current or most recent incumbent of the position.

Once completed the spreadsheet is to be returned to Human Resources, ideally within a maximum 2 week period.

9.3.1 Assessments

Dependant on the role it may be appropriate for additional assessments to be conducted, this may include phone screening, psychometric testing, presentations or at interview exercises. HR will advise panels with what is appropriate based on the role.

9.4 Interviews

Once the completed 'Application and Assessment' spreadsheet has been received, Human Resources will contact the applicants chosen for interview. This is done in consultation with the Chair Panel and other relevant personnel. A meeting request will be sent to the panel to confirm the interview booking.

Once the interview bookings are confirmed Human Resources will notify the shortlisted applicants and a letter will be sent to the unsuccessful applicants. Human Resources will create interview files for the panel's use during the interviews.

Human Resources will provide Interview Question templates based on the role.

Should an applicant choose to travel to an interview this would usually be at their own cost if alternative means of interviewing have been offered e.g. phone, Skype.

Should travel reimbursements be offered, they are limited to an amount equal to one Perth/Albany return TransWA bus fare and are only available to those interviewees from outside of the Albany, Denmark and Mount Barker areas. Any larger reimbursement must be approved by the Chief Executive Officer.

9.5 Selection and Appointment

The panel is responsible for making a decision on the appointment of an applicant. Human Resources can provide advice and assistance where necessary. The panel must ensure that their decision is fair, equitable and does not breach equal opportunity or anti-discrimination legislation.

After interviewing the candidates the 'Interview and Assessment' spreadsheet needs to be completed and sent to HR who will compile the 'Combined Scorecard'. The Chair of the Interview Panel will then be required to complete a written 'Selection Committee Report' with all panel members signed agreement, to then be sent to HR. This report will include the recommendation of which candidate they find most suitable for the role.

Where a decision cannot be reached due to several excellent applicants a second round of interviews may be conducted.

If the process does not attract the right person with the key competencies needed for the role – re-advertise – do not select the best from a poor pool of applicants.

9.5.1 Reference Checks

Post interview the Chair Panel shall advise HR of any role specific questions they want asked within 48hrs of a recommendation being made. This will allow HR to conduct the

most appropriate reference checks using the City of Albany reference check template prior to making any offers to the chosen applicant/s with the applicants consent.

HR will then send the Chair Panel the completed reference checks for review. Where a reference check is negative or the manager/supervisor feels it is inadequate they shall discuss the applicant with their relevant Executive before making a final decision.

9.5.2 Successful Applicant

Once a decision has been reached, the manager/supervisor will verbally inform the successful applicant and negotiate conditions of employment. Human Resources will create an offer of employment letter and/or contract based on information received from the manager.

Written acceptance of the position must be received and all conditions satisfied, prior to commencement in any position.

9.5.3 Unsuccessful Applicants

It is a member of the panel's responsibility to verbally inform the unsuccessful interview applicants and, where necessary, provide them with feedback. Human Resources will send the unsuccessful applicants a letter confirming their status.

10. Recruitment Process – Casual and Temporary Employees

Recruitment for temporary employees should occur as per the process for permanent employees with the exception that applicants must be notified of the period of employment and any possibility of extension past the end date of the contract.

In some cases temporary employees may be direct appointed without the need for advertising. These cases are rare but may happen in instances such as:-

- Where a position is in a skills shortage area (in rare cases these positions may be filled permanently);
- If the position is temporarily backfilling a role while the recruitment process is carried out;
- If there is an urgent organisational need to fill the position and there is Executive approval; and/or
- The role is on a very short term basis (i.e. 3 months or less).

Casual employees may be direct employed via direct application or creation of a casual pool; however there must always be available budget and justification to employ. Prior to employment the manager/supervisor must also ensure that the applicant has the necessary skills, knowledge and qualifications to undertake the role and provide evidence of such to Human Resources. This evidence may include copies of certificates, a comprehensive resume, an internal record of discussion or a combination of all.

Managers/Supervisors must ensure they are aware of the relevant award and EA provisions in relation to temporary and casual staff.

11. Recruitment Process – Volunteers

Volunteer recruitment follows a similar process to staff recruitment. For further information regarding this process please see the City of Albany Volunteer Policy.

12. Use of Labour Hire and External Agencies

If Labour Hire or an external agency are to be used, Human Resources are to coordinate the recruitment and act as first point of contact. This includes initiating contact with the Labour

Hire/agency and coordinating the quotes processes; the Human Resources department will seek quotes from a minimum of two different agencies.

13. Traineeships / Apprenticeships

If Traineeships / Apprenticeships are required, Human Resources are to coordinate the recruitment and act as first point of contact.

14. Relocation Expenses – Staff Only

For further information regarding this process please see the City of Albany Relocation Expenses Policy.

15. Special Considerations

While undertaking the recruitment process special consideration should be given to ensuring the process is accessible and inclusive of the general community. This includes considerations such as:-

- Making documents available in a variety of formats and sources;
- Ensuring bias is minimised or eliminated;
- Offering interviews in different formats;
- Ensuring requirements are met for applicants with special needs e.g. access to interpreters including AUSLAN or special technologies such as hearing loops.

Special consideration should also be given to any necessary requirements an applicant may need if they are successful at obtaining a position; however, it is important to note that these requirements must never be used as a reason to exclude a suitably qualified person from a position.

16. Further Support

For support with recruitment issues, advice or information contact please contact the Human Resources Department.

17. Associated Documents

- Recruitment Request Form
- City of Albany reference check template
- Selection Committee Report template
- Application and Assessment spreadsheet
- Interview and Assessment spreadsheet
- Working with Children and National Criminal History Checks Policy
- City of Albany Volunteer Application Form
- City of Albany Noongar Employment and Training Strategy
- City of Albany Volunteer Policy
- Relocation Expenses Policy
- Community Strategic Plan Albany 2023
- Disability Access and Inclusion Plan
- Declaration of Interest Form
- Workforce Development Plan

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