

STAFF RECRUITMENT

PURPOSE:

The purpose of this policy is to ensure that Breakaway Toowoomba Inc. follows appropriate procedures in the recruitment of staff.

SCOPE:

- Recruitment process
- Advertising
- Recruitment delegations
- Composition of selection panels
- Short listing and interview process

POLICY:

- Breakaway Toowoomba Inc is an equal opportunity employer that recruits and promotes individuals on the basis of merit.

PROCEDURE:

1 Recruitment Guidelines

- 1.1 All staff will be recruited according to Breakaway Toowoomba Inc. Anti-Discrimination, Equal Employment Opportunity and Harassment Policy.
- 1.2 Vacant and new positions may be advertised internally or externally or may be filled through the utilization of an employment agency.
- 1.3 The Executive Officer is responsible for the recruitment of all Breakaway Toowoomba Inc. Support and Administration staff.
- 1.4 The Management Committee is responsible for the recruitment of the Executive Officer.
- 1.5 Selection panels for support staff will compromise of the Executive Officer (or designated staff member) and at least one(1) of the Supervisors.
- 1.6 Selection panels for the Executive Officer will compromise of 3 people, two (2) Management Committee Representatives and an external professional/s.

2 Equal Employment Opportunity

2.1 Breakaway Toowoomba Inc. aims to choose the best person for the job regardless of:

- Race, colour and national origin
- Physical, intellectual or psychological impairment
- Gender
- Marital status
- Parental status
- Religious or political beliefs, activities or practices

Breakaway Toowoomba Inc will establish and monitor all employment policies, practices and procedures to ensure that equal opportunity principles are followed in all areas of staff management including:

- Advertising for positions
- Job descriptions and selection criteria
- Interview questions and processes
- Selection panel composition and practices
- Appointment procedures
- Staff training and development
- Promotion and higher duties
- Discipline and dismissals

3 Recruitment Process

- 3.1 The Management Committee, the Executive Officer and/or Supervisor will clarify the need for and role of the employee and develop or review the Position Description, Selection Criteria, Questions for the Interview and Weighting and Rating Tool.
- 3.2 The Management Committee, Executive Officer will determine who will be involved in the interview.
- 3.3 The Position will be advertised as deemed appropriate. A copy of the advertisement will be kept in an 'Advertising Folder'.
- 3.4 As deemed necessary applicants will be forwarded an application Package. (Position Description, Selection Criteria, Breakaway Toowoomba Brochure, and any other relevant material).
- 3.5 The applicants will be short-listed on the basis of relevant skills and knowledge by the Interview Panel.
- 3.6 The 'short listed' applicants will be interviewed by the panel.
- 3.7 The panel selects the successful applicant according to the outcomes of the Weighting and Rating Tool.
- 3.8 The successful applicant will be advised by phone and then if applicable in writing.
- 3.9 Upon commencement in the position, the successful applicant must sign employment and appropriate agreements.
- 3.10 Where applicable unsuccessful applicants are notified by mail.

4 Staff Appointment Procedure

When a new person is appointed to Breakaway Toowoomba Inc. the following procedure applies:

- 4.1 An agreement of Employment specifying all the terms and conditions of employment are signed by the staff person. The Executive Officer is given a copy to be put in the staff member's file in the office and the staff person is given a copy as well.
- 4.2 The staff member has a copy of the Position Description.
- 4.3 An employee record form is completed.
- 4.4 An Employee Tax Declaration Form is completed and forwarded to the Australian Tax Office.
- 4.5 The employee under-goes an orientation process and the Staff Handbook and Breakaway Toowoomba Policies and Procedures are made available to them and explanations are provided wherever necessary.
- 4.6 Where practicable, a hand-over is arranged with the previous occupant of the position.

Approved (Executive Officer) David Bea Date 18.02.10

Approved (Chairperson) Paul Dennis Date 18.02.10