**AFEI Member Template: Recruitment and Selection Policy**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

**Recruitment and Selection Policy**

**PURPOSE**

Recruitment opportunities should be filled by suitable candidates. This policy aims to support this objective by providing guidance to those responsible for recruiting and selecting staff about:

1. ensuring the decision to recruit and select is properly authorised;
2. ensuring appropriate recruitment and selection procedures are followed;
3. maintaining appropriate confidentiality; and
4. meeting all legislative requirements.

**SCOPE**

This policy applies to the recruitment, selection and appointment of casual, temporary (fixed term or fixed task), part time and full time employees.

**DEFINITIONS**

***Recruitment*** means obtaining potential candidates with the desired knowledge, skills and experience to fill job vacancies for consideration against defined position descriptions and specifications.

***Selection*** means choosing the most appropriate candidate/s through a process including but not limited to interviewing, reference checking and testing.

**RESPONSIBILITIES**

**Managers/supervisors** who are responsible for the recruitment, selection and appointment of any person within the organisation must ensure the decision to recruit and select is properly authorised. This includes:

* obtaining appropriate authority for the type of employment to be offered (including duration), the employment terms and conditions, the appropriate method for filling a position (including the type and cost of any advertising), if required, the engagement of external consultants, and the appointment of a person to any position.

**Managers/supervisors** who are responsible for the recruitment, selection and appointment of any person within the organisation must also ensure appropriate recruitment and selection procedures are followed. This includes:

* where appropriate, a job analysis has been completed and there is an approved position description;
* the appropriate pay and conditions criteria for potential employees have been identified;
* where jobs are filled through competitive selection, an approved selection process has been applied that assesses applicants based on job related criteria, complies with any relevant legislation, and also ensures appropriate privacy and confidentiality of applicants;
* prior to a verbal or written job offer being made all relevant details of a preferred applicant have been checked and verified (including work history, qualifications and licences), any statutory or other pre-employment checks (including medical checks and references) have been conducted, and approval has been obtained for a job offer and its terms and conditions;
* where necessary, appropriate notifications have been provided to unsuccessful applicants;
* prior to the commencement of employment, any necessary records for a new employee have been obtained; and,
* appropriate records of the process have been compiled and stored securely and confidentially.

**Managers/supervisors** who are responsible for the recruitment, selection and appointment of any person within the organisation must ensure appropriate confidentiality is maintained. This includes:

* not disclosing the names and contact details of unsuccessful applicants without their permission (unless permitted or required by law).

## RELATED DOCUMENTS (other policies, guides, checklists etc.)

[List your organisation’s relevant policies]

## Acknowledgement

In order to effectively implement this policy, employers must take reasonable steps to notify employees that the policy exists and/or has been amended.

If it is practicable to require employees to sign the policy and return it to you, include the User’s Declaration below. If this is impractical, omit the User’s Declaration and consider alternate means by which employees may be informed of the change e.g. emailing as an attachment to all staff.

### User’s Declaration

I have read and understood this Recruitment and Selection Policy and agree to its terms.

**Name:**  **Date:**

**Signature**:

**Members should be aware that this document is a guide only. It might not be appropriate in this format for every situation or your industry. For assistance in drafting workplace policies to suit your specific needs please contact the AFEI Hotline on 02 2964 2000.**