



# HIGHVIEW COLLEGE STAFF RECRUITMENT AND SELECTION POLICY

**Person Responsible – Principal**

(Reviewed in even years)

## **Statement of Context and Purpose**

Highview College is committed to continuous improvement in the quality of the organisation through the recruitment of high calibre employees at all levels, maintaining a consistent recruitment and selection process that applies the principle of merit based selection. This consists of an assessment of overall level of skill, knowledge, experience and relevant qualifications, in accordance with the requirements of the Position Description.

Highview College is committed to recruitment practices that do not discriminate and are in compliance with all relevant legislation, in particular, Anti-Discrimination laws. All persons undertaking a recruitment process must have sufficient understanding of these laws and must seek appropriate assistance from Highview College to ensure these obligations are met.

Highview College will recruit new employees fairly and on the basis of merit – that is, the person who is the best person for the job.

The purpose of this policy is to establish a recruitment framework that gives effect to these objectives.

## **Application**

This policy applies to all employees entrusted with recruitment for and on behalf of Highview College, as well as applicants.

## **Definitions**

**Recruitment and selection** is the process of defining Highview College's job needs, appropriate candidates, and determining the best candidate for the job.

## **Overarching recruitment principles**

Highview College is committed to applying the following overarching principles throughout the recruitment process:

- **Strategic alignment**

Highview College's recruitment, selection and appointment practices will support the achievement of Highview College's strategic and operational objectives. Decisions to recruit should be made with regard to workforce planning and the goal of improving the performance and standing of Highview College.

- **Merit based**

Highview College's merit based selection methods are to ensure recruitment processes deliver high quality staff and selection decisions that are fair, equitable, transparent and consistent. In this context, merit is defined as the skills, knowledge, qualifications, and previous experience that relate to the requirements of the position.

- **Fairness**

All those involved in the recruitment process should carry out their duties without bias or favouritism. Any potential or perceived conflict of interest between parties in the recruitment process should be declared and is to be avoided, where practicable.

- **Compliance**

Highview College will comply with all relevant federal and state legislation in the recruitment and appointment of employees.

- **Equal opportunity**

Highview College values equity and diversity, and seeks to embody these values in its staff.

- **Efficiency and candour**

Highview College recognises that timely decision-making can be critical in securing the best possible candidate, and all processes should be conducted without undue delay. All applicants should be treated with respect and communicated with in a timely manner throughout the recruitment process.

## **Advertising the position**

### **Position description**

A position description is to be prepared for vacant positions. The position description will describe:

- the nature of the position
- core duties, and
- Highview College's core values

### **Selection criteria**

Selection criteria will be made available to applicants through the recruitment process.

Selection criteria will specify:

- required skills and abilities
- required qualifications, certificates and background checks
- required personal qualities, and
- desired skills and abilities

Selection criteria will be clear, objective, relevant and not in contravention of any relevant legislation.

### **Background checks and required certification**

All appointments will be conditional on the presentation of

- a satisfactory Police Check
- a current Working with Children Check, and
- evidence of registration with the Victorian Teaching Institute (where applicable)

### **Reference checking**

Highview College will require at least two references from former employers from applicants. Permission from the applicants to contact any nominated referees and to perform a full employment background check must be obtained during the interview.

### **Entitlement to work in Australia**

All applicants must provide valid documentation of their right to work in Australia. It is the applicant's responsibility to advise Highview College of visa expiry dates.

An applicant's citizenship or other immigration/visa status will be considered only as required by applicable laws and regulations for employment.

### **Pre-employment medical requirements and health declarations**

Legislation requires that, Highview College must:

- ask the applicant, in writing, to disclose any pre-existing injury or illness that could be affected by the nature of the proposed duties, and
- explain, in writing, to the applicant that a failure to disclose, or a misleading disclosure concerning pre-existing injuries or illnesses may result in a loss of entitlement to workers compensation, should the injury recur

To meet this requirement, new employees (which include ex-employees returning to Highview College) are required to complete a pre-employment health declaration prior to commencing employment.

### **Pre-employment medical assessments**

Highview College may require an applicant to undergo a pre-employment medical assessment.

This will occur if Highview College forms the view that it is prudent to independently confirm a prospective recruit's medical fitness to perform the duties that relate to the role that the prospective employee is applying for. Such an assessment will be conducted by a registered medical practitioner of Highview College's choice.

If the registered medical practitioner is unable to recommend employment of the applicant, Highview College may withdraw the offer of employment (if the offer has already been made).

### **Privacy and confidentiality**

Privacy legislation impacts the entire recruitment process, as applicants may seek to access any information relating to their application. This may include any notes made on their resume, any notes made during their interview and any information recorded after speaking with their referees. All information obtained about an applicant as part of the recruitment process is confidential, and must not be distributed without authority of Highview College. Consent to a full employment background check should be obtained from a prospective employee at the start of the interview.

### **Communication of policy including key responsibilities**

Highview College will ensure that:

- staff who undertake recruitment activities are reminded of the requirements and protocols of this policy as appropriate, and
- details of the requirements and protocol are part of orientation procedures for new staff, who may undertake recruitment activities.

### **Consequences of a Breach of this Policy**

Highview College emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment. Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.

### **Implications for practice**

#### **At Board / Principal Level**

To properly implement this policy, Highview College, the Board and/or the Principal must ensure:

- that this policy is endorsed every second year
- that copies of this policy are made available to employees and prospective employees, for example on the Highview College website
- that this policy is incorporated into the Board's / Principal's record of current policies
- that this policy is incorporated into Highview College's induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- that periodic training and refresher sessions are administered to all employees in relation to this policy.

#### **At Other Levels**

To properly implement this policy, all Highview College's employees must ensure that they abide by this policy and assist Highview College in the implementation of this policy.

Policy developed by Clayton Utz – 2013  
Updated by Melinda Scash – 2016  
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