

## VACANCY FILE CHECKLIST

- Completion of *Request to Advertise Vacancy* form.
- Declaration of Confidentiality* form to be signed by personnel who have access to the file. This is to be placed on top of vacancy file.
- Vacancy information package - letter explaining the application process, CHSHA Recruitment, Selection and Appointment Guidelines, *Application for Vacancy* form and Job Description Form.
- Job Description Form certified as being current and registered.
- Copy of advertisements placed in *The West Australian* and other Press.
- Date of publication must be shown.
- Documentation on initial assessment of applications received detailing:
  - which of the applicants meets the selection criteria/work related competencies of the position,
  - which of the applicants who meet the selection criteria/work-related requirements is to be interviewed and document the reason(s) for not interviewing each of the other applicants. (*Shortlisting Selection Evaluation Forms*)
- Time schedule for applicants invited for interview.
  - Copy of interview questions.
  - Interviewees to receive a copy of the CHSHA Live-In and Overnight Accommodation Facilities and Provisions-Supervisory Staff Policy.
- Documentation on the decision making process whether completed individually or by the selection panel showing a clear demonstration on how the decision was reached. (*Chairperson's Overall Selection Evaluation Form*).
- A written report on the selection process, selection techniques used and the recommendation made by the selection panel.
- A copy of the letter to the recommended applicant.
- Copy of letter sent to unsuccessful applicants.
- Copy of *application for review* of the selection process should a claim be received for an alleged breach of selection standard.
- Copy of outcome of claim.
- Copy of confirmation letter of appointment to successful applicant. (Once 10 days have expired for lodgement of an *application for review* claim from any unsuccessful applicants.) The confirmation letter of appointment forms the beginning of the successful applicant's personal file.
- Recruitment, Selection and Appointment Standard Compliance Form

