

1.1. SELECTION METHODOLOGY

The methodology is designed to select the best available applicant from an appropriate field of eligible people.

It includes:

- reviewing written applications to shortlist applicants;
- a structured interview for shortlisted applicants;
- work samples where possible;
- the setting of assignments were appropriate;
- consideration of referee reports.

In every respect the method used must be fair and free from bias, patronage and nepotism. All applications are to be maintained as **confidential** at all times.

Written Applications

- Each applicant is required to present a written application. To be considered for interview the written application must include a completed *Application for Advertised Position* form and an accompanying statement addressing each of the selection criteria/work-related requirements to be considered.

Work Samples

Relevant work samples, preferably recent, may be requested to substantiate claimed expertise.

Assignments

Applicants may be required to undertake assignments which would help substantiate claimed expertise in a certain area. This may take the form of a written assignment or an oral presentation.

Referee Reports

Character and skill reference checks are to be carried out by the Panel prior to making a recommendation for appointment.

The Panel must check with the previous employer which includes a response to a question that specifically asks the referee to state any known reason why the person should not be employed to work with or near children.

The Selection Panel is to contact each previous employer involving work with children and/or vulnerable adults to check the reasons why the employment ended.

Referees need to asked questions which relate directly to the selection criteria/work-related requirements. These can include questions about the applicant's merit, diligence, conduct, aptitude, as well as their knowledge and skills.

Where the Panel chooses to contact a person who has not been named as a referee by the applicant, the applicant will be given an opportunity to comment.

Referees **are to** be informed that their comments are being noted and may form part of a selection report.