

1.1. SELECTION

1. The panel considers the evidence they have gathered about each candidate against the selection criteria/work-related requirements on the basis of the **combined** selection assessment methods used.
2. Each panel member rates each candidate independently. The *Interview Selection Evaluation Form* will assist with this process. (See Appendix RSA 3.11A.) The panel convenes to discuss the merits of each candidate. Where differences exist, panel members discuss the evidence further; until they either agree on a consensus rating or score, or agree to aggregate and average the individual panellists's scores. The Chairperson transfers the final score of each candidate to the *Chairperson's Overall Panel's Selection Evaluation Form*. (See Appendix RSA 3.11B.)
3. A decision is reached on the best qualified candidate for the position. The Panellists check that the selection criteria/work-related competencies and processes undertaken have indeed been valid. Where there are serious doubts about the validity of the criteria/work-related requirements and outcome of the scoring process they should consult Human Resources or the Director.
4. It is imperative that panel members act fairly, consistently and without bias when evaluating applicants.

1.2. RECOMMENDATION

1. A report is written on the outcome of each candidates' application for the position.
2. A recommendation is put forward by the selection panel, suggesting the best applicant.
3. The report must detail how the decision was reached and the reasons some applicants were considered not as competitive as other applicants.
4. The recommendation report details:
 - the title of the vacant position;
 - the names of the members of the selection panel;
 - the method of publicising the vacancy;
 - date of the interviews;
 - the selection methods used;
 - names of the applicants not shortlisted and the reasons;
 - names of applicants interviewed;
 - each interviewee's performance against the selection criteria/work-related competencies;
 - a comparison of the applicants including the reasons for the final recommendation.
5. The recommendation report is signed by each panel member and with the approval of the Chairperson of the College's Board of Management forwarded by facsimile to the Director.
6. Once the recommendation has been approved by the Director, the applicant is verbally advised.
7. A letter is forwarded to the recommended applicant advising that their appointment is subject to:
 - the receipt by (date specified to allow 10 working days) of a claim from an unsuccessful applicant that a selection standard has been breached.
 - evidence of Police Screening clearance undertaken by the Department of Education and Training. (See Appendix RSA 3.15 for copy of sample recommendation letter.)
8. Selection recommendations and their justification are confidential until a final decision is announced.

1.3. CONFIRMATION OF APPOINTMENT

1. An applicant's appointment is confirmed in writing once:
 - no claim that a standard has been breached has been lodged within the time allowed, or
 - in the event of a claim it has been determined that no breach did in fact occur, or
 - in the event of a successful claim and after appropriate remedial action no further claim is lodged within the time allowed; and
 - a *Police Screening clearance* from *CrimTrac*, a process undertaken by the Department of Education and Training is received.
2. The letter of appointment must state the conditions of service, refer to the Award/Agreement under which conditions are governed, commencement salary and any other relevant policies and practices (eg accommodation provisions, probationary period). (See sample Letter of Appointment - Appendix RSA 3.16).
3. A *Staff Variation Advice* form is forwarded to Central Office.

1.4. POST SELECTION

Policy Statement

1. Interviewed applicants may be verbally advised of the outcome of their application. The principle to apply is that the same approach applies to all interviewees, ie either all verbal first, or all in writing.
2. All unsuccessful applicants including those not invited for an interview are given written notification:
 - that the selection process has been completed;
 - that feedback about their application is available from a nominated member of the selection panel;
 - that a review of the selection process is available, should the unsuccessful applicant believe that the Recruitment, Selection and Appointment Standard has been breached and that the applicant has been adversely affected by the breach;
 - that ten (10) days have been allowed to lodge a Breach of Standard claim. (See Appendix RSA 3.17 and section 10 - Breach of Standard).
3. Should an applicant reconsider their interest in the vacancy and withdraw their application, a letter acknowledging this action should be forwarded to the applicant. (See Appendix RSA 3.17A.)
4. All applications and interview results will be maintained as **confidential** at all times.

5. Unsuccessful application files will be maintained for a minimum of 12 months.

