

1.1. SUMMARY OF THE SELECTION PROCESS

1. The instructions in this Manual are designed to assist selection panels in appointing the **best applicant** for the position. The key stages involved in filling an advertised vacancy are as follows:
 - College Manager and Human Resources **review** the Job Description Form (JDF) to ensure it is current and accurately reflects the requirements of the position.
 - College Manager **submits** *Application To Fill Vacancy* form to the Director. Approved form is forwarded to Human Resources.
 - Human Resources **seeks** redeployment clearance from Public Sector Management via the Recruitment Advertising Management System.
 - Human Resources **advertises** the position throughout the Authority's Residential Colleges, in the local and State press and on the website www.jobs.wa.gov.au.
 - College Administrative Assistant **creates** a vacancy file to contain all documentation which forms part of the selection decision.
 - A Selection Panel is **formed** in accordance with the Authority's Recruitment, Selection and Appointment Policy.

The Selection Panel:

- **Assesses** each application and decides on a **shortlist** of applicants who are to be invited for interview.
- Prepares interview **questions**, arranges a suitable venue and interview timetable.
- Conducts all **interviews** fairly and professionally.
- Contacts **referees**, to substantiate or refute the claims of applicants.
- **Assesses** applicants on the basis of the written application, interview, work samples, problem solving exercises and referee reports or a combination of these as appropriate.
- Prepares the **selection report** for the Director/CEO for approval of the recommended applicant.
- After approval is granted all applicants invited for an interview are **verbally advised** of the outcome of their application. The recommended applicant is advised that appointment is subject to the receipt within 10 working days of a claim from an unsuccessful applicant that a standard has been breached and to receiving a Police Screening clearance from *CrimTrac*, a process undertaken by the Department of Education and Training.
- Forward written advice to all unsuccessful applicants. Include offer of **feedback**. Notify applicants that they have a timeframe to apply for a review of the selection process should they believe that the Recruitment, Selection and Appointment Standard has been breached and that they have been adversely affected by the breach.
- **Appointment** of successful applicant is confirmed and a *Staff Variation Advice* form is forwarded to the Director.

