



## Recruitment Policy

Policy Classification		
<b>Policy Number:</b>	<b>Date of Origin:</b> 2011	<b>By Whom &amp; Position:</b> Senior Leadership Team
<b>Policy Audience:</b> Public Domain	<b>Review Dates:</b> Jul 2011, Aug 2011, Jun 2013, Jun 2018, Jun 2022	<b>Next Review:</b> 2024
Policy Approval: This policy was approved by the Board in June 2022		
This policy supersedes all previous policies relating to matters contained therein		
This policy is in accord with the Safeguarding Standards of Catholic Professional Standards Ltd which align with the National Principles of Child Safe Organizations.		

## 1. Rationale

This policy details Oakhill College's requirements in regard to recruitment and selection of quality staff for all positions.

The Policy is designed to assist the College to:

- a. meet its mission, priorities and objectives;
- b. maintain the principle of recruitment based on merit;
- c. attract suitably qualified applicants;
- d. ensure the application of reasonable and consistent standards for the recruitment of all staff.

The College's objective is to ensure a professional, fair, and ethical approach to recruitment that matches the skills, expertise, and experience of an individual to the requirements of each position and the College's strategic and operational priorities. It does this by having a range of recruitment, selection, and appointment strategies.

Equal opportunity principles are integral to the recruitment and selection processes of the College.

## 2. Guiding Principles

- 2.1 The aim of the recruitment process is to attract and select the best applicant who meets the position requirements and will continue to improve Oakhill College's effectiveness as a teaching/learning community.
- 2.2 The College is committed to the selection of applicants on merit. Merit-based recruitment and selection assesses applicants based on their knowledge, skills, attributes and experiences as these relate to the requirements of the position, department and operational requirements.
- 2.3 The recruitment process is to provide employees and applicants with equal opportunity in employment regardless of race, age, religion, disability, gender identity and sexual orientation. It should not favour any applicant or employee.
- 2.4 Applicants and employees are expected to support the Catholic ethos of the College.
- 2.5 In a select number of leadership positions which directly impinge on the Catholic nature of the College, it is expected that a practicing committed Catholic, possessing the requisite skills and experience would be appointed.

## 3. Policy

### 3.1 Position Description

A position description outlining the duties and responsibilities of the role will be developed and/ or reviewed prior to recruitment.

### 3.2 Selection Criteria

Selection criteria are to be identified from the position description that enable the applicants to be compared to the criteria and to each other. The interview questions will relate to these criteria.

### 3.3 Sources of Recruitment: Internal v External

Oakhill is to utilise both internal and external recruitment whenever possible. Employees are to be informed about internal job vacancies. The College reserves the right to recruit by invitation for example in exceptional circumstances or for short temporary positions to meet operational needs.

### 3.4 The Selection Process

The selection process is to be merit-driven whereby the applicant's own experience, qualifications, skills, knowledge, qualities, written application, interview performance, and references are compared to the criteria in the position description. Pre-employment check outcomes must be deemed satisfactory to the College.

### 3.5 The Panel

The Principal is to appoint an interview panel and chairperson.

### 3.6 The Interview and Interview Questions

Structured interviews are the most common form of interview to be utilised incorporating a

pre-determined core list of questions and/or scenarios. From time to time there may be justification for unstructured or supplementary questions, that drill into a point, to be able to better differentiate the candidates.

### 3.7 Pre-employment Screening Checks

It is a condition of employment that pre-employment screening checks are conducted. For all roles, an offer of employment will be subject to the outcome of pre-employment checks in terms satisfactory to the College. Pre-employment checks are overseen by the Director of Human Resources.

#### *Pre-employment checks include:*

1. Working with Children Check
2. National Police Check (Criminal Records Check)
3. Covid-19 Vaccination Check\*
4. Identification Check
5. Formal Qualification Check
6. Entitlement to Work Check
7. Professional Registration or Membership Check (where applicable)
8. Reference Checks
9. Employment History Check (if requested)\*\*
10. Health Assessment (if requested)
11. Any other statutory checks.

\* Providing proof of vaccination against COVID-19 or a valid medical contraindication to COVID-19 vaccination is a condition of any offer of employment by Oakhill College. Vaccination means two doses of a COVID-19 vaccine. A valid medical contraindication must be in accordance with ATAGI guidelines. Applicants are required to disclose their COVID-19 vaccination status as part of their application for employment. Any offer of employment will be conditional on the applicant providing evidence of their vaccination status, which may be an immunisation history statement, COVID-19 digital certificate or approved medical contraindication certificate.

\*\* Applicants must provide a Curriculum Vitae detailing their work history and contact details of referees.

### 3.8 Selection of the Preferred Candidate

The preferred candidate will be selected against the criteria by considering their experience, qualifications, skills, knowledge, qualities, written application, and overall interview performance. References/referee feedback and pre-employment check outcomes outlined in section 3.7 will also be considered. When the panel has made its recommendation, the chairperson informs the principal of the preferred candidate.

### 3.9 Job Offer

If the recommendation of the panel is confirmed by the principal, the preferred applicant will receive a verbal offer of employment from a member of human resources or the chairperson. The candidate must successfully complete any outstanding pre-employment checks as a priority. An appointee cannot commence until pre-employment check requirements have been satisfactorily met.

Once the College issues a contract of employment the preferred applicant must:

- Read, sign, and return the employment contract issued by Human Resources.
- Complete, sign, and return to the College all pre-employment documents including:
  - Staff Information Form
  - Tax File Number Declaration
  - Superannuation Form
  - Code of Conduct
  - Statements of Service should be provided where applicable.

### **3.10 Teacher Qualifications and NESA Accreditation**

Applicants for teaching positions are to provide evidence of their teacher training qualification/s and NESA accreditation.

## **4. Supporting and Related Documents, Procedures and Guidelines**

This Recruitment Policy links directly with the:  
New Staff Induction Policy  
First Year Provisional Teacher Induction Policy  
Employment of Casual Teachers Policy Teacher  
Accreditation Policy.

## **5. Policy Review**

This Policy is to be monitored and revised at least every two years and at other times to ensure procedural fairness and in response to changes in legislation.

## **6. Definitions**

*Pre-2004 teacher:*

A teacher who began teaching in NSW before 1.10.2004 and has avoided a five-year break since then.