

RECRUITMENT POLICY

AIM

To ensure that when employing new staff or filling temporary roles, the process is consistent, equitable and fair to all applicants.

IMPLEMENTATION

Leadership will:

- Offer contracts for positions that are of three months duration or less directly to a chosen educator who meets the criteria.
- Advertise positions that are contracted for three to twelve months duration internally.
- Advertise positions that are for longer than twelve months in duration both internally and externally.
- Make corrections of Job role and Person specifications if needed. The position description is a valuable tool in recruitment and forms the basis of the selection process and should outline the duties and responsibilities the person will undertake.
- Write an advertisement for the position. The job posting includes a general description of job responsibilities, minimum qualifications (education and work experience), salary range and supplemental questions.
- Determine who the contact person will be and who will receive the applications.
- Depending on the job role post the advertisement internally or externally. External adverts can be posted via online recruitment services or in local, national, regional or community newspapers.
- Create a panel to conduct the interviews for positions of more than 12 months. A minimum of three people is recommended to be on the panel. The panel should comprise of The Director, one member from The Governing Council and a peer.
- Screen the applications and identify those candidates you wish to consider further by matching their experiences with the job criteria or person specification. From these candidates, a shortlist will be created.
- Accept applications after the closing date for applicants who were unable to complete an application due to extenuating circumstances or who enquire after the advertisement closes. If accepting late applications, all applications received after the closing date must be accepted up to the extended deadline.
- Make contact with shortlisted candidates by phone, email or through mail to organise interview times for them.
- Prepare questions for the candidates and ensure all those on the panel are familiar with them. Notes should be taken during interviews and the panel should leave time to discuss all applicants after the interviews have finished.
- Contact referees of applicants.
- **Require a minimum of one 3-hour trial shift for a successful, external applicant to attend the service and complete in the room they have applied to work in. Based on this, a decision to be made by the panel if the process should continue.**
- Make a note of the successful applicant and inform that candidate, preferably by phone. Any shortlisted candidates who attended interviews should be contacted by phone and given feedback on their interview.
- Commence induction process for the newly appointed candidate.
- Consider all applicants equally and employ a person who best meets the outlined criteria and possesses the needed qualifications. Employment will not be given or denied based on factors such as gender, race, culture, lifestyle choices, sexual orientation or personal relationships with the person making the appointment.
- Have the right to roll over previous contracts if an employee is demonstrating the ability to perform to the standard of job and person specification. This supports continuity of care for children and families.
- Inform educators where there are positions available on-site by displaying in the prep room and room diaries. Leadership may also text or email staff currently employed on-site who meet the requirements

of the role (e.g. are Diploma qualified, have experience with the age group supported by the position available, have expressed interest in full time roles etc.) Leadership will also support educators to transfer to positions in other rooms via negotiation/consultation, taking into consideration experiences and performance management.

- Advertise and fill Department positions with the advice of the Education Director and through the appropriate Eduportal applications (VSP or HRS).
- Ensure panellists for Department positions are panel trained and aim for diversity of gender and race where possible.
- Conduct exit interviews for staff who leave the site for other positions
- Oversee management of grievances related to the recruitment process

Staff will:

- Apply for internal positions via the same channels as external applicants would i.e. writing an application letter, submitting an application prior to the close date.
- Not expect to be given a position automatically based on their hierarchal status in the Centre or length of employment and understand that instead a merit-based selection process is utilised.
- Not be required to interview for a position, if they already hold this position in another room/capacity. The educator can put forward an expression of interest if they wish to move rooms or change their current working hours, to be considered and approved at the discretion of leadership/interview panel.
- Keep information about recruitment that they are privy to (via being selected for a position or on an interview panel), confidential until leadership gives them permission to divulge the information.
- Follow the Centre's grievance procedure if they feel they have been treated unfairly throughout the employment procedure.
- Be paid out in full and asked to leave the site immediately if they resign or are dismissed based on performance issues.
- Understand that they are able to request transfers within the site where positions are available either at or below their current level.
- Understand that any requests to be transferred may be denied if Leadership feel their experience/performance does not suit the room/children/educators etc.

Team Leaders will:

- Support and direct staff where necessary to follow these procedures and engage in the grievance procedure as per site policy.
- Communicate this policy to all team members.

EVALUATION:

This policy is seen to be working effectively when:

The process of recruitment and advertising positions within and outside the Centre is fair and equitable.

National Quality Standards:

Element 4.1.1

The organisation of educators across the service supports children's learning and development

Element 7.2.3

Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Implemented: February 2014

Reviewed: June 2023

Next Review: June 2024