STAFF SELECTION POLICY AND PROCEDURE

ValleyView Publishing aims to recruit and retain qualified and skilled staff through an equitable, merit-based selection process.

ADVERTISING

1. To commence the recruitment process, the responsible Department Manager will notify the Human Resources and Finance Department in writing that approval has been given for the recruitment. The Department Manager is responsible for preparing the position description, selection criteria and advertisement.

2. The advertisement will be placed in relevant media by the Human Resources and Finance Department. The advertisement will also be placed in the Jobs section of the ValleyView Website.

3. Advertising may be waived in the case of internal recruitment.

4. Advertisements must comply with the requirements of relevant legislation, including:
   - *Workplace Relations Act 1996* (Cwlth)
   - *Racial and Religious Tolerance Act 2002* (Vic)
   - *Disability Discrimination Act 1992* (Cwlth)
   - *Sex Discrimination Act 1984* (Cwlth)
   - *Human Rights and Equal Opportunity Commission 1986* (Cwlth)

APPLICATIONS

5. The Human Resources and Finance Department will provide persons inquiring about the position with:
   - the position description
   - terms and conditions of appointment
   - procedures for application
This information may be provided by mail or by email, or placed on the ValleyView Website.

6. The Human Resources and Finance Department will direct specific inquiries about the role to the Department Manager or relevant staff.

7. Applicants will be asked to address the stated selection criteria.

8. Applications are to be addressed to the Human Resources and Finance Department.

9. Applications will be accepted by email or in hard copy no later than the stated closing date.

REFERENCES

10. Applicants should be asked to provide the names, addresses and contact details of three people who have agreed to act as referees. Applicants will not be asked to provide written references.

11. ValleyView Publishing reserves the right to contact one or more of the listed referees.

12. References obtained from nominated referees will be treated as confidential and considered as exempt documents under the Freedom of Information Act 1982 and as such will not be available for inspection by the applicant.

13. ValleyView Publishing reserves the right to verify all documents pertaining to the applicant's qualifications and experience as stated in the application.

THE SELECTION PROCEDURE

14. After the closing date for applications, the Human Resources and Finance Department should forward the original applications to the Department Manager.

15. The Department Manager is responsible for:

- convening a selection committee and forwarding copies of all applications and position details to members of the selection committee
- shortlisting applicants according to the key selection criteria
- organising a venue for interviews
- notifying shortlisted applicants and arranging interviews
- interviewing applicants
- arranging suitable testing for applicants if required
- conducting referee checks
- ensuring the security and confidentiality of applications.
INTERVIEW PROCEDURE

16. The principle of merit selection should be applied. The aim of the selection committee is to gather information to support a selection decision. The abilities, knowledge and skills of each applicant should be evaluated against the position description and the key selection criteria.

17. All shortlisted applicants are to be interviewed.

18. Interviews must comply with the requirements of relevant legislation, including:
   - Workplace Relations Act 1996 (Cwlth)
   - Racial and Religious Tolerance Act 2002 (Vic)
   - Disability Discrimination Act 1992 (Cwlth)
   - Sex Discrimination Act 1984 (Cwlth)
   - Human Rights and Equal Opportunity Commission Act 1986 (Cwlth)

19. To ensure fairness and equity, each interview should have a similar structure and set of questions.

20. Notes or a rating sheet should be kept on each interviewee to assist in decision-making and provide evidence of the process.

21. The venue for interviews should be private, comfortable and free from interruptions.

22. Applicants should not be provided with any information about other applicants.

23. Reference checks should be made for the selected applicant.

NOTIFICATION

24. The Department Manager will notify the Human Resources Department of the selected candidate’s details.

25. The Department Manager will notify successful and unsuccessful applicants.

26. The Department Manager or chair of the selection committee should provide feedback to applicants in relation to the key selection criteria if requested.

OFFER OF APPOINTMENT

27. The Department Manager is responsible for providing details to the Human Resources and Finance Department for preparation of a letter of offer.
28. The Human Resources and Finance Department will send the letter of offer to the selected applicant, including the terms and conditions of appointment.

29. The applicant must accept the offer before completion of the appointment process and commencement of employment (ideally, before unsuccessful applicants are notified.)

ORIENTATION AND INDUCTION

30. The orientation and induction processes will be coordinated by the Department Manager in conjunction with the Human Resources and Finance Department and will include:

- a welcome to ValleyView
- completion of essential documentation including:
  - Employment Declaration Form
  - Pay Method Advice form
  - emergency contact details
  - superannuation documentation
- the mission statement and goals of ValleyView
- a description of products and services offered by ValleyView
- an overview of ValleyView's history, organisation structure and outline of staff responsibilities
- organisational policies and procedures, a tour of the workplace and amenities, and introduction to key staff
- a mentor or buddy to assist the new appointee to settle into the organisation.
- clarification of the duties and responsibilities of the role and of the workgroup
- an explanation of specific expectations, such as performance standards, personal conduct, attendance and appearance
- procedures for performance appraisal
- training opportunities
- details of ValleyView’s occupational health and safety system including the location of first-aid kits, instructions on what to do in an emergency and the name of the occupational health and safety representative in their work area.

PROBATION

31. The probationary period for a new employee is determined by the nature of the position. In principle, it should be a period long enough for the incumbent to demonstrate competence. Three months is the normal period of probation.
32. Appraisal and feedback to the appointee should occur frequently during the probationary period to allow the incumbent the maximum opportunity to demonstrate their competence in the position.