ValleyView Staff Selection Policy and Procedure

Recruitment Notification

Prior to commencement of the recruitment process the Human Resources department requires notification of the position(s) available and a Position Description. The Department Manager who has approved the recruitment must complete this requirement.

Advertising

1. Departmental managers are responsible for approving and placing external advertisements for the available position.

2. The advertisement must adhere to the following legislative requirements:
   - Workplace Relations Act 1996 (Federal)
   - Racial Discrimination Act 1975 (Federal)
   - Disability Discrimination Act 1992 (Federal)
   - Sex Discrimination Act 1984 (Federal)
   - Human Rights and Equal Opportunity Act (Federal)
   - Equal Opportunity Act 1995 (Victoria) or
   - Other relevant State and Territory Legislation

3. All advertised positions will also be placed under Positions Vacant on ValleyView's Web site.

4. Advertising of positions may be waived in the following circumstances:
   In the case of internal recruitment or alternative methods, (other than advertising) to attract and secure suitably qualified persons for either vacant or newly created positions.

Application Procedure

Applications can be made either by email or in hard copy by no later than the stated closing date

Referees

1. Applicants should state the name, address, telephone number and current position of three people who have agreed to act as professional/personal referees. Written references will not be required at the time of making application.

2. Valley View Publications reserves the right to contact one or more of the listed referees as appropriate.

3. Where referees are nominated by the applicant to support their application, then any references gained will be confidential references and considered as exempt documents under the Freedom of Information Act, and as such would not be available for inspection by the applicant.
Qualifications

ValleyView Publications reserves the right to verify originals or certified copies of all relevant documents pertaining to the applicant's qualifications as stated in the application.

The Selection Procedure

1. Persons inquiring about a position will be provided with a copy of the position description, terms and conditions of appointment and Procedures for Application by the appropriate department or via the ValleyView Web site.

2. Applications are to be addressed as per the procedures.

3. After to the closing date for the position, the Human Resource department will forward the original applications to the appropriate department.

4. The department is responsible for:
   - Interview applicants and/or convene a selection committee if required (forward copies of all applications and position details to members of the appointment committee)
   - Ensure the security and confidentiality of applications
   - Shortlist applicants based on application and matching to key selection criteria
   - Organise a venue
   - Notify shortlisted applicants and arrange interviews
   - Arrange suitable testing for applicants if required
   - Referee checks

Interview Procedure

1. All shortlisted applicants are to be interviewed.

2. Interview must adhere to the following legislative requirements:
   - Workplace Relations Act 1996 (Federal)
   - Racial Discrimination Act 1975 (Federal)
   - Disability Discrimination Act 1992 (Federal)
   - Sex Discrimination Act 1984 (Federal)
   - Human Rights and Equal Opportunity Act (Federal)
   - Equal Opportunity Act 1995 (Victoria) or
   - Other relevant State and Territory Legislation

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

4. Notes or a rating sheet should be kept on each applicant to assist in the decision making process.

5. Location should be private comfortable and free from interruptions.
6. Do not provide applicants with any information about other applicants
7. Reference checks made for successful applicant

Merit Selection

Evaluate the abilities, knowledge and skills of the applicant against key selection criteria identified in the position description

The principal task is to gather information from a range of sources to support selection decision

Notification

1. When a decision is made, the department will notify Human Resources of the candidate's details
2. Notification of successful and unsuccessful applicants
3. Feedback given to applicants should only be related to the key selection criteria

Offer of Appointment

1. The department is responsible for preparing and forwarding the letter of offer, including the terms and conditions of appointment to the preferred applicant.
2. The applicant must accept the offer before completion of the appointment process and commencement of employment. *(Ideally this should be done before the notification of the unsuccessful candidates.)*
3. The Human Resource Department is responsible for drawing up the Contract of Employment

Orientation

- Welcome to ValleyView
- Completion of employment paperwork including:
  - Employment Declaration Form
  - Pay Method Advice form
  - Emergency Contact Details Form
  - Superannuation documentation
- ValleyView's organisational chart
- Description of Who's Who at ValleyView
- Tour of work area including amenities and introduction to key personnel
• Mentor/buddy allocated to assist new appointee to settle into the organisation

**Induction**

• History of ValleyView
• Vision and Mission Statements of ValleyView
• Goals of the team and how the job contributes to these goals and to those of the organisation
• Description of products and services offered by ValleyView
• Occupational Health and Safety Policy and Procedures including first aid and emergency procedures
• Staff Policy and Procedures
• Employment conditions explained (e.g. holidays, overtime, pay day, hours)
• Clarification of duties and responsibilities
• Explanation of specific expectations (e.g. performance standards, personal conduct, attendance, appearance)
• Basis for performance appraisal
• Training opportunities
• Equal Opportunity Policy and Procedures
• ValleyView staff facilities

**Probationary Period**

At ValleyView the probationary period for a new employee is determined by the nature of the position. In principal it should be a period long enough for the incumbent to demonstrate competence.

Appraisal and feedback to the appointee should occur frequently during the probationary period in order to allow the incumbent the maximum opportunity to demonstrate their competence in the position.