
Staff Recruitment and Orientation - Procedures

These Procedures are to be read in conjunction with the Staff Recruitment Policy

Procedures

Prior to the advertisement of any positions within MEYM, the following will occur:

- The position description will be reviewed and updated where required by the General Manager including the Key Selection Criteria. Ensure budget is included in Position Description and panel members are clear of hourly rate and Award conditions.
- Consider the type of values that are desirable.
- A selection panel will be formed to manage the employment process and a chairperson will be selected to manage the process. The selection panel will include the General Manager and a Service Coordinator/Teacher.
- Interview dates agreed upon by the selection panel.
- Consideration to be given to whether or not the hours could be offered to internal existing staff members. If this is acceptable an Expression of Interest should be prepared and sent to all internal staff.

Advertising and shortlisting

The chair of the selection panel will:

- Advertise the position which includes a closing date for written applications. Advertise in a diverse range of media to ensure a strong pool of applicants.
- Develop a timeframe for the process based on the requirements for the new employee to start.
- Once the closing date has been reached, shortlist applicants against the KSC and requirements for the position including qualifications, experience and desirable skills.
- Contact suitable shortlisted candidates and arrange a time for interviews.

Interviewing and selecting suitable candidates;

- In consultation with the panel develop interview questions that address the key selection criteria and that allow the candidate to demonstrate their skills, experience and values.
- The panel should rate individual candidates and engage in discussions about the individual's suitability based on the information provided in the written application and the interview.
- At the conclusion of all the interviews the panel should decide on the most suitable candidate that meets all the KSC to the highest level.
- General Manager to draft Employment letter that includes all details of the position and all employment conditions as well as a rostered detailing the negotiated hours of work.

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Offering the successful Candidate, the position

Once the panel have agreed on the successful applicant the chairperson or other panel member will contact the applicant, preferably by phone and verbally offer the position. At this time the hours and rate of pay should be clearly communicated to the candidate.

Once the panel member has a verbal acceptance of the position the panel member will send through all required paperwork by email including but not limited to:

- Contract – sets out the employment conditions and salary package.
 - Code of Conduct - signed
 - Child Safe Standards information
 - Tax and Payroll information
 - Personal details form
 - Position Description
 - Staff Handbook
 - Leave Policy
- There should then be an agreement on a start date.
 - Commencement of the applicant will be on the proviso that all paperwork including a Police Check and WWCC have been provided and is valid. If these documents have not been received the start date will be delayed.
 - Advice should be sent to the Finance and Payroll Officer.
 - Once verbal acceptance has been received and paper work sent to the Finance and Payroll Officer should be notified of the applicants start date.
 - The applicant should be contacted and advised of the paper work that should be provided on commencement of the position and arrangements should then be made for orientation.
 - Contact unsuccessful applicants and provide feedback if requested.

Orientation

Prior to the successful candidate commencing the following should be completed.

- An email to all staff advising of the appointment.
- An MEYM email address should be set up
- Schedule arranged for Orientation day. This may consist of a tour of the kindergartens, introductions to staff and time with the administration staff as per Orientation Checklist.
- Introduction to key staff
- Visit to all services

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- Orientation checklist completed