



## **HR01 Recruitment Selection and Induction Policy**

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### **1. Purpose and Scope**

The Geelong College “The College” is committed to providing the best possible education and care to its students and to safeguarding and promoting the welfare of children and young people. The College is also committed to providing a flexible and supportive working environment to all its members and staff. The College recognises that to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The Recruitment, Selection and Induction activities across The Geelong College are overseen by the Human Resources function to ensure consistency, appropriateness and fairness at all times.

This policy sets out guidelines for the recruitment and selection of Staff at The Geelong College and provides the necessary steps to ensure that this process:

- Attracts the most talented staff to meet the present and future needs of the College and its community;
- Has due regard to relevant legal requirements including discrimination and privacy legislation; and
- Minimises the risk of harm to students at the College by Staff.

This policy applies to all Staff who are involved in the recruitment of employees to the College. All Staff have a responsibility to comply with this policy. All Staff are required to attend any training provided by the College to ensure they fully understand all aspects of this policy and the College’s commitment to it.

Candidates applying for advertised positions at the College will be provided access to this policy.

All recruitment at The College must be pre-approved by the relevant authority being Principal or Deputy Principal, Head of School and/or Director of Business Operations and Director of Human Resources

Staff who are not employees and/or who are not engaged to work with children (e.g. ad hoc contractors and some volunteers) the recruitment and selection procedures may differ in some respects to those outlined in this Policy. However, the College will in all cases ensure that it complies with legislation and takes other appropriate steps to limit risks to children.

### **2. Related School policies and legislation**

The following related College policies and legislation are referenced in this policy:

#### **2.1 Related College policies**

- *Child Protection and Safety Policy*
- *Child Safe Recruitment Practices*
- *Workplace Behaviour Policy and Procedures*
- *Grievance Management Policy and Procedures*
- *Privacy Policy*

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- *Code of Conduct*

**3. Job advertisements, application forms and selection criteria**

Vacant positions will be advertised internally prior to or concurrent with any other medium, including social media and recruitment agencies. Care should be taken when structuring advertisements to promote the value proposition of the role and the College in an engaging and concise manner.

Job advertisements, application forms and/or selection criteria/duty statements for a role will:

- Contain a clear statement about the College's Purpose, Values and commitment to child safety;
- Specify the experience and qualifications required for the role, including selection criteria and essential requirements for the position and/or incumbent; and
- Specify the College's requirements for referee and identity checks and for disclosure by a candidate of any information relevant to the candidate's eligibility or suitability to engage in activities involving children.

It is a requirement that all candidates for positions, regardless of being an internal or external candidate, follow the prescribed application process which will include the use of an online recruitment tool.

**4. Interviews**

The interview process will include at least one face-to-face interview or in the event of this not being possible, a video interview such as Skype.

Interviews will be arranged and conducted in a manner which ensures the candidate has been assessed thoroughly and fairly for the position and to determine if they have a good understanding of the role and the College. Candidates will also be provided the opportunity to ask any questions or clarify any issues they may have.

The selection panel will consist of College staff who have a good understanding of the position and the College. Where possible, consideration will always be made for the panel to be diverse in gender.

Questions during interviews will relate to:

- A candidate's work history, background and attitudes; and
- The selection criteria / requirements for the role.

**5. Screening and references**

If progressing with a candidate, due diligence must be completed prior to offer.

**5.1 Screening**

- All applicants must provide identification and other documentation to confirm their qualifications and experience as required by the College;
- All teachers must be registered or provisionally registered with the Victorian Institute of Teaching (VIT);
- All Business Operations employees and members of The Geelong College Council must have a valid and current Working with Children Card (employee status); and
- In some cases, deemed appropriate by the College, paid or unpaid employees who work with students but are not required to hold a Working with Children Card (e.g. a parent volunteer)

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may be asked to undertake a criminal history check.

**5.2 References**

At least two verbal reference checks are mandatory for any role at the College. In addition:

- One of the referees should include the candidate's most recent direct supervisor; and
- One of the referees should include the candidate's most recent Headmaster / Principal (if applicable).

Priority should be given to reports of referees who can comment on the candidate's most recent child related employment or other activities. Referees will be questioned regarding the candidate's attitude and behaviour toward children in their previous role/s.

If reference checks cannot be undertaken until the preferred candidate has resigned from their current position, the offer will be made subject to the receipt of two satisfactory references that meet the requirements detailed above.

The College reserves the right to contact any persons who may have relevant knowledge of the candidate's qualifications and experience, whether or not such persons are nominated as referees by the candidate.

**6. Offer and finalisation****6.1 Successful candidate**

Once a decision is reached on a preferred candidate, a verbal offer may be made. A written offer of employment will then be provided to the candidate as soon as practicable. All roles will be subject to a probationary period to allow the College to assess the suitability of the Staff member in their role.

**6.2 Unsuccessful candidate**

The College will notify unsuccessful candidates of the outcome of their application. Care will be taken to provide clear communication and avenues for follow up where possible. It is preferred that candidates who are shortlisted for an interview and deemed unsuccessful, are provided feedback on their application via phone by a selection panel member. This should be or face-to face if a current employee wherever practical.

**7. On boarding**

On boarding is the process through which new employees are appropriately engaged into The Geelong College by way of contract and other documentation management, system entry, passwords, ID creation and overall introduction to policies and procedures. During this process, the new employees should gain a good understanding of their obligations and expected behaviours. At the most basic level, they will acquire the necessary knowledge, skills, behaviors and resources to become operational organisational members. The on boarding activities are driven by the Human Resources function. The primary focus is to ensure the incoming employee is legally engaged with The Geelong College and is aware and understands all obligations and expectations associated with their employment at The Geelong College. This is by way of policy and procedure documentation as outlined below. Before the incoming employee commences at The College, they must have read, understood and sign a declaration as such which is returned to the Human Resources function.

Policies provided to the incoming employee include;

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- *Child Protection Statement*
- *Child Safety Code of Conduct*
- *Reportable Conduct of Staff, Volunteers and Others*
- *Child Safe Recruitment Practices*
- *Child Protection and Safety Policy*
- *Procedure for Responding to Reporting Allegations of Child Abuse*
- *Our Child Protection Officers – Make a Report*
- *Workplace Behaviour Policy and Procedure*
- *Grievance Management Policy and Procedure*
- *Bullying and Harassment Student Policy*
- *Sexual Harassment Student Policy*
- *Prohibitions related to Behaviour of a Sexual Nature*
- *Mandatory Reporting Policy*
- *Duty of Care*
- *Mandatory Reporting Module*
- *Student Wellbeing Policy*
- *Privacy Policy*
- *Privacy Statement (applies to the use of the website of The Geelong College)*
- *Staff Technology and Acceptable Use Policy*
- *Social Media Policy*
- *Alcohol and Drugs Management Policy - Staff*
- *Occupational Health and Safety Policy*
- *Sun Protection Policy (Junior and Middle Schools)*
- *Sun Protection Policy (Senior School)*
- *Professional Dress Code Policy for Staff*
- *VIT Code of Conduct (for Teaching Staff)*

A copy of the Fair Work Information Statement will be provided with all contracts of employment to external candidates.

A further check of relevant qualifications is undertaken at this stage including but not limited to;

- Victorian Institute of Teaching (VIT)
- Working with Children Card (WWC – Employee status)
- Relevant First Aid qualifications
- National Police Check (where required),
- Licences

## **8. Induction**

The College recognises the importance of a thorough induction program to meet the needs of all incoming staff; both teaching and Business Operations staff whereas onboarding focuses on operational readiness, induction assists to develop organisational effectiveness with emphasis on culture, practices and customs. The College will provide induction sessions to focus on the following key elements;

- Meeting Executive team members including Heads of School
- Learning about the culture of The Geelong College with focus on our child safe practices and expectations

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- Understanding our Purpose and Values
- Being equipped with all necessary tools and resources to successfully undertake the role
- Engaging a 'support colleague / buddy' to provide day to day guidance and support
- Providing ongoing support and 'touch points' for staff to continue to learn and grow in a safe and supportive environment

**9. Anti-discrimination and diversity****9.1 Anti-discrimination**

Discrimination is any practice that makes distinctions between individual groups which disadvantage some and advantage others.

Care will be taken throughout the entire recruitment and selection process to minimise the possibility of a discrimination issue through either direct or indirect discrimination. Decisions on recruitment should be made in accordance with this policy and based solely on the ability of a candidate to effectively achieve the outcomes required of a position. No consideration is to be given to any factors which are covered by discrimination and equal opportunity legislation.

For more information, refer to the College's *Workplace Behaviour Policy and Procedures and the Grievance Management Policy and Procedure*

**9.2 Diversity**

The Geelong College is strongly committed to diversity in the workplace. The College recognises the value and importance of diversity and is firmly committed to creating a high performance and inclusive culture that fosters, supports and celebrates diversity. Staff must support and deliver on these commitments during the recruitment process.

**10. Privacy**

The College is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles set out in the Privacy Act. A candidate's CV and academic transcripts are personal information and The College must only collect, use or disclose personal information in accordance with the Act and the College's *Privacy Policy*.

**11. Policy Management**

The College may change this policy at any time, in particular, to take account of changes, and effect of changes, in legislation and industrial instruments.

If you have any questions regarding this policy, please contact the *Director of Human Resources*.