



**ST PATRICK'S**  
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 3.3

# Recruitment

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Ratified by Board of Directors: Feb 2014  
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## **POLICY**

St Patrick's Technical College aims to attract the best, most suitably qualified and committed candidates to fill job vacancies at the College.

In achieving this aim, the following principles will apply:-

- A broad range of cost effective recruitment resources are utilised;
- Vacancies are widely promoted in the marketplace;
- Equal employment opportunity principles are applied;
- Selection is based on an assessment of the applicant's abilities, skills, experience, aptitude, qualifications and related criteria;
- Efficient, ethical, polite and considerate behaviour is demonstrated to all applicants, whether successful or otherwise.

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## **GUIDELINES**

### **Vacancies**

1. This policy applies to all position vacancies in St Patrick's Technical College.
2. Openings may be replacement positions, or arise from a need to create a new position. In either instance, prior to commencing the recruitment process:-
  - 2.1. The requirement to recruit is to be agreed between the Board of Directors and Principal;
  - 2.2. The job description for the opening is to be finalised. Salary range and any other benefits are to be set. Existing job descriptions are to be reviewed. In addition to duties and responsibilities, the job description should specify the skills and experience required to perform the job and any other information pertinent to the recruitment;
  - 2.3. Appropriate consideration should be given as to whether the position may be filled internally.
3. The Principal is responsible for recruiting applicants. A variety of recruiting resources should be considered. They may include applications already on file, employee referrals, advertising in newspapers or business journals and employment agencies.
4. The Principal should refer the job opening and job description to the recruiting resources where appropriate. The College's Equal Opportunity Policy should also be taken into account.
5. The Principal or his delegate is responsible for receiving the job applications and screening them against the appropriate criteria. All applications shall be acknowledged by letter within one week of receiving them.

### **Selection**

1. All applications are to be screened against position criteria, and a determination made as to those appropriate to proceed to interview. Interviews are to be conducted by an interview panel comprising of at least two people, one of whom will be the supervisor or manager of the appointee.



2. As well as interviews, selection procedures may include skills assessment, aptitude tests, reference checks or other screening methods. It is the College's requirement that all procedures applied to the screening and selection of applicants be based on objective job-related criteria. The same screening or selection procedures are to be used with all applicants for the same position. Prior approval by Senior Management is required before any tests are administered to applicants and then they are to be administered and interpreted only by individuals qualified and authorised to do so.
3. All selection evaluations and decisions shall be made in accordance with the principles of anti-discrimination defined in the College's Equal Opportunity Policy, and any other policy or legal requirements.
4. All employees must be legally qualified to work in Australia. Interviewers may require production of appropriate documentation to confirm qualification.
5. It may be determined in some circumstances a pre-employment physical exam be conducted. A physical exam may be conducted only after the appointee has accepted an offer of employment and prior to the commencement of employment. If the physical exam included a test to determine the presence of drugs and a positive result is returned, this constitutes sufficient grounds for revocation of the offer of employment.
6. Decisions about offers of employment shall be made only by those authorised by the Principal to do so.
7. Commencing salary and benefits are to be determined by the Principal in consultation with the Business Manager by reference to the College's Salary Policy and applicable budgets.
8. An offer of employment is communicated to the successful applicant by the Principal. Any verbal offer must be immediately followed by a written offer confirming general terms of employment and any additional terms of the particular appointment.
9. Written acceptance of an 'offer of employment' is required. An employment relationship will not be formed until the appointee's written acceptance of the written offer of employment has been received.
10. Applicants who have not been successful are to be notified in writing.
11. Upon commencement, the successful applicant is to receive appropriate induction as detailed in Policy 3.5, Induction.

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#### **RELATED POLICIES**

- *1.6 – Equal Opportunity*
- *2.2 – Salary*
- *3.4 – Job Descriptions*
- *3.5 – Induction*