



# STAFF RECRUITMENT, EMPLOYMENT & DEVELOPMENT POLICY

Wide Bay Respite Services

# Wide Bay Respite Services

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## Staff Recruitment, Employment & Development Policy

*Policy: 6.1 Employee Recruitment & Selection*

### Policy Statement:

The purpose of this policy is to set out recruitment and selection procedures for Wide Bay Respite Services.

### Rationale:

Wide Bay Respite Services is committed to ensuring that the best employees are recruited into the organisation by operating a fair, open, merit based recruitment and selection system that assesses prospective employees against appropriately developed duty statements and selection criteria.

### Action:

The following processes are to be implemented to ensure that Wide Bay Respite Services meets its policy objective of recruiting the best employees.

#### The Organisation will:

- ✚ Maintain written duty statements and selection criteria for all positions within the organisation.
- ✚ Except at the discretion of the Board of Management, advertise all vacant positions internally & externally.
- ✚ Provide all prospective applicants with a copy of the relevant duty statement and selection criteria along with a brief overview of the service.
- ✚ Require all applicants to address all of the selection criteria in their written application, for administrative roles.
- ✚ Assemble a selection panel to include three persons, one from the Board of Management, a parent & the manager (or the coordinator).
- ✚ Short-list all applicants for interview who have demonstrated in their written application that they meet all of the selection criteria that are essential to the position.
- ✚ Establish a standard set of interview questions that enables the selection panel to establish the degree to which the short-listed applicant's best meet the selection criteria.
- ✚ Conduct interviews in an appropriate setting and, as far as practicable, on the same day or consecutive days.
- ✚ Make summary notes on applicants' responses to questions.

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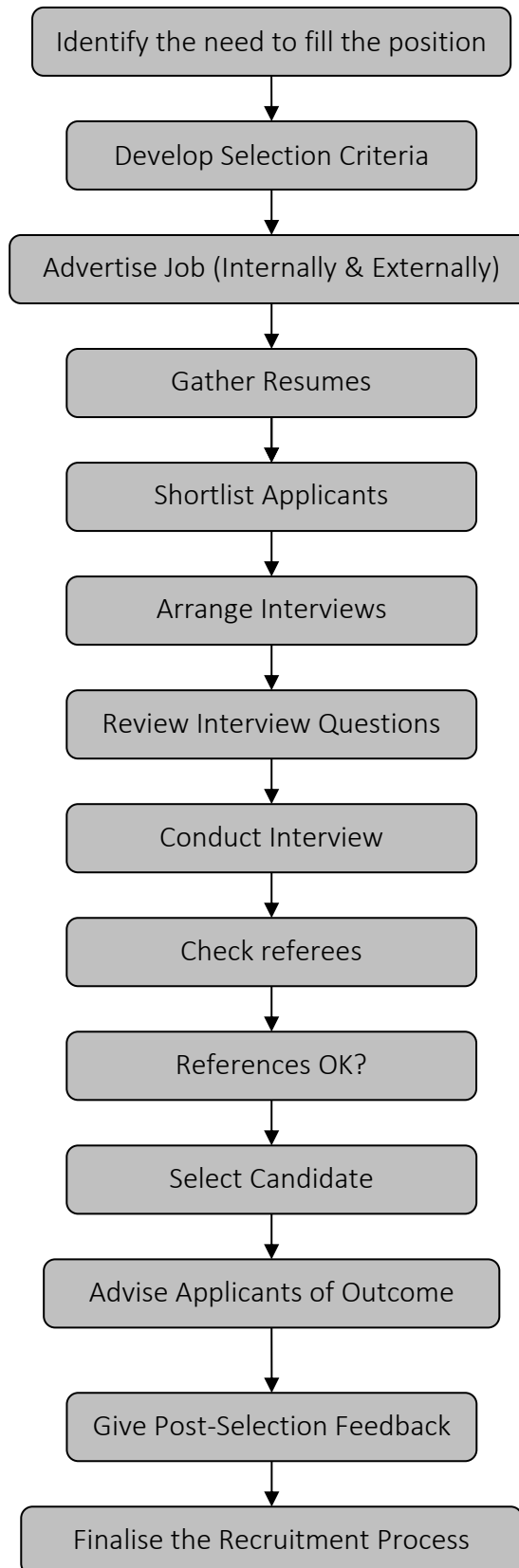
- ✚ Consider all short-listed applicants responses to prepared questions and recommend the candidate who best meets the selection criteria for the position or, if no candidate meets the required standards, re-advertise the position.
- ✚ Contact at least two of the recommended candidate's referees explaining the nature of the organisations activities, the position that is being sought and seeking the referees' assessments of
- ✚ The recommended candidate with respect to fulfilling the duties of the position and to verify the recommended applicant's claims against the selection criteria.
- ✚ Subject to satisfactory referees reports, prepare a conditional offer of employment to the recommended candidate including a commencement date, conditions of employment and commencement salary.

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## Employee Recruitment & Selection



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Ratified by the Board of Management:

Date ...../...../.....

Circulated to staff:

Date ...../...../.....

To be reviewed:

Date ...../...../.....

Signed .....

Manager

Signed .....

President

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## Training & Development Policy

*Policy: 6.2 Training & Development*

### Policy Statement:

Wide Bay Respite Services will provide appropriate training & development opportunities for all employees. Wide Bay Respite Services requires all support workers to acquire a minimum training standard of Cert III in Disability Studies; however we encourage all staff to obtain a Cert IV in Disability Studies.

### Rationale:

- ✚ To identify training & development requirements for all employees through the Annual Development process.
- ✚ To provide a range of training & development opportunities for all employees to be able to provide an effective & efficient service to clients.

### Process:

- ✚ Wide Bay Respite Services is responsible for identification of the skill levels of all new & existing employees & ensuring skill levels match the requirements of the position to provide an effective & efficient service to clients of the organisation.
- ✚ All new staff will participate in an induction process with the coordinator or the manager.
- ✚ Wide Bay Respite Services will provide opportunities for all employees to attend training, information sessions, or skill enhancement to perform their responsibilities.

### Content:

- ✚ Wide Bay Respite Services will determine where there are any common trends for future training & development requirements & provide, where appropriate, generic training & information.
- ✚ Wide Bay Respite Services will prioritize specific training requirements where required, & within budget capabilities, provide opportunities for employees & volunteers to attend training & development sessions.
- ✚ Wide Bay Respite Services will review the success of any training & development sessions provided for employees & volunteers & determine the level of improvement in knowledge & skills by those employees & volunteers attending such sessions.

**Ratified by the Board of Management:**

**Date** ...../...../.....

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**Date** ...../...../.....

**To be reviewed:**

**Date** ...../...../.....

**Signed** .....

**Manager**

**Signed** .....

**President**