

Young Men's Christian Association of the Inner North East of Adelaide Inc.



Recruitment and Selection Policy



We build strong **PEOPLE**
strong **FAMILIES** strong **COMMUNITIES**

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Version	Date	Description of changes	Author	Effective Date
1	2014	Adaption policy from Manningham YMCA	MYCA	2014
1.1	2014	Adopted by INEA YMCA Board	David Clayton	23/10/2014
1.2	2017	<ul style="list-style-type: none"> Grammatical errors altered throughout. Responsibility for implementing policy – Senior Management has been added. 3.3 Advertisement – Advertisement of positions has been altered to allow senior managers to place adds. 3.4 Selection Panel point 1 has been altered to cover coordinator positions and above. 	INEA YMCA	23/02/2017

		<ul style="list-style-type: none">• 3.5 Candidate Assessment – Had and disciplinary action taken against them in relation to working with children and young people has been added.• 3.12Communication–last paragraph has been altered to return documents to management.		
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1 Policy Details

Policy Name: INEA YMCA Recruitment and Selection Policy

Policy Owner: INEA YMCA Chief Executive Officer

Policy Scope:

- Whole association
- All staff and volunteers

Stakeholders:

- INEA YMCA Staff
- INEA Board

Responsibility for implementing policy:

- INEA YMCA Chief Executive Officer
- INEA YMCA President
- INEA YMCA Senior Management

Date policy implemented:

This policy was implemented on 23 February 2017

Review Period: Two years

This policy is due to be reviewed by 28/2/2019

2 Policy Statement

INEA YMCA is committed to attracting, retaining & developing highly competent employees and volunteers. This policy is designed to ensure an efficient and effective recruitment and selection process with flexibility to meet the needs of each centre, while at the same time ensuring a transparent and fair process.

2.1 Objectives

To facilitate this, INEA YMCA aims to:

- Attract high quality candidates
- Offer development opportunities to existing employees
- Have a procedurally fair and transparent recruitment and selection process
- Compliance with relevant legislation
- Employ people committed to our mission, skilled in their area of contribution and reflective of the communities we serve

2.2 Related Policies

- Safeguarding Children and Young People Policy
- Equal Opportunity Policy

3 Principles

3.1 Commitment to Safeguarding Children and Young People

INEA YMCA's statement of commitment to safeguarding the children and young people in our care is to be clearly advertised to all applicants and included in any advertisement and position description.

3.2 Position Description

A Position Description which includes all duties and responsibilities must be finalised prior to advertising and be made available to potential candidates.

3.3 Advertising

- All advertising content must be approved and placed by a Senior Manager.
- Approved YMCA templates must be used for all external advertising.
- All positions must be advertised for a minimum period of 10 days.
- All casual positions must be advertised internally as a minimum.
- All permanent positions must be advertised internally as a minimum.
- All coordinator and manager positions must be advertised internally and externally.
- There is no requirement to advertise internally or externally where a position is re-graded.
- When a position is made redundant and an employee is re-deployed to a suitable alternative position in accordance with our legal obligations, there is no requirement to advertise internally or externally.
- All advertisements must contain a statement which communicates that INEA YMCA is committed to the Safeguarding of Children and Young People. For example:

INEA YMCA is committed to the Safeguarding of Children and Young People

All applicants will be obliged to comply with all Safeguarding Children and Young People Policy and practice standards

3.4 Selection Panel

- A suitable selection panel will be established that incorporates as a minimum two people with a minimum of three people for coordinator positions and above.
- One member of the selection panel should be the direct supervisor and / or higher.
- If possible, the selection panel to include people from a range of backgrounds, including both men and women and people from different cultural backgrounds.
- A senior staff member (Manager level or higher) must be on the selection panel for positions graded in the Senior and Specialist Grades.
- All applicants will be asked to provide at least three professional referees, and details about the last place of employment or volunteering

3.5 Candidate Assessment

All candidates must be shortlisted against the key selection criteria.

A suitable candidate assessment process will be established to assess candidates against the key selection criteria which may include telephone interview, interview, group interview, psychological tests, practical task or activity and reference checks.

For consistency in assessment the same selection process should be applied to all applicants, including internal candidates. As such they are not guaranteed an automatic interview.

A minimum of one face to face interview must be included as part of the candidate assessment process. In exceptional circumstances where the candidate is unable to attend a face to face interview, Skype or like mediums may be used as an alternative.

A minimum of three professional reference checks must be included as part of the candidate assessment process. One of these reference checks should be the candidate's current supervisor. For current or past YMCA candidates, one of these reference checks should be their current or former Manager.

All interviewees, where required are to be asked whether they have been the subject of an employer investigation or been charged with a criminal offence involving children, drug dealing or dishonesty or had any disciplinary action taken against them in relation to working with children and young people in accordance with our Safeguarding Children and Young People Policy.

3.6 Identity Check

The identity of the successful candidate, where relevant, will be confirmed by the sighting of original proof of identity documents presented by the applicant.

Once the documents are sighted, photocopies of documents will be taken noting that the originals have been sighted.

Proof of identity documents are original or certified copies of identifying documents that total 100 points of identification.

On the completion of the recruitment process, successful applicants' proof of identity documents are added to their personal file

3.7 Determining Relevant Criminal History

In accordance with the Australian Human Rights Commission Act 1986, there must be a fundamental link between criminal history and the requirements of the job if an applicant is denied employment or an employee is dismissed on the basis of a criminal record.

It is at the discretion of the Chief Executive Officer (or their relevant delegate) in consultation with the INEA YMCA President to determine whether a particular crime history is relevant to the position of employment and if the appointment or continued employment would put INEA YMCA at risk.

This discretion must not contravene legal requirements. For example it is against the law for INEA YMCA to employ a Prohibited Person in a child-related area.

When assessing whether a particular crime history is relevant to a position of employment, the following should be taken into account:

- Whether there is an inherent link between the criminal history and the requirements of the position
- The scope of the applicant's criminal history
- The nature of the offence and the relationship of the offence to the particular position/profession
- The period of time that has elapsed since the offence took place
- Whether the offence was committed as an adult or juvenile
- The type of penalty imposed by the court such as whether the court elects not to record a conviction where the person enters into and successfully completes a conditional order such as bond or probation, and whether the applicant has successfully completed the order
- The severity of any penalty imposed
- Whether the offence has been de-criminalised or removed from the statutes

If a person is to be denied employment because of his/her criminal record, they are to be provided with an opportunity to discuss his/her criminal record and the reasons for the decision. The applicant will be given the opportunity to raise any errors or discrepancies that may have occurred.

Whenever possible, no applicant is to be offered a position until after the required DCSI Working With Children and/or National Criminal History record check has been obtained.

3.8 Reference Checks

Applicants who are considered for an appointment will be asked to provide contact details for three professional referees who can provide information about the applicant's suitability for the position.

A minimum of 3 reference checks are to be undertaken prior to a formal offer of employment being made.

Professional referees, where possible:

- Are to include a representative of the applicant's current or most recent employer/volunteer position
- Must have had a direct managerial relationship with the applicant and be able to comment knowledgeably in relation to the applicant
- Should provide a company or business number.

Personal referees are not recommended. However, if there is no option but to include a personal referee (for example a young candidate), then that referee:

- Should not be related to the applicant
- Should have known the applicant for at least 12 months
- Must be able to vouch for the applicant's reputation and character

The referee checks that INEA YMCA undertakes must involve verbal contact with the referee, and should not be undertaken by e-mail. Written character references are not sufficient.

Difficulty in contacting referees (e.g. those based overseas or those who have left an organisation) is not justification for lower standards of scrutiny.

INEA YMCA will document the feedback of referees in relation to the suitability of an applicant to work with children.

3.9 Qualification and Registration Checks

Original documents for qualifications and registrations required for a position must be sighted to detect fraudulent claims about educational/vocational qualifications, or professional registration.

3.10 CV Checks

INEA YMCA may contact organisations listed on an applicant's CV to confirm the accuracy of the information that has been provided. (For example dates employed, position held, and responsibility).

3.11 Selection

The best candidate for the position will be selected based on pre-determined criteria.

3.12 Communication

All unsuccessful candidates are to be formally advised in writing within 10 days from the closing date that they have been unsuccessful. Email is a suitable method.

Candidates who progress to the candidate assessment stage and are deemed unsuccessful are to be advising in writing within 10 days.

All unsuccessful internal candidates who are permanent in employment status must be offered verbal feedback as a means of assisting their professional development.

The successful applicant is to be advised and forwarded a new staff pack, including an Offer of Employment letter which is to be returned to management within the timeframe specified in the offer.

3.13 Record Keeping

Information collected in relation to unsuccessful applicants (e.g. reference checks, resumes etc.) should be held in a secure place for 3 months before being securely destroyed.

Information collected in relation to the successful applicant (e.g. reference checks, resumes etc.) and the Position Description must be retained in their Personnel File.

3.14 Exceptions

14.1 Any exceptions to this policy must be submitted to the Chief Executive Officer for assessment.

4 Enquiries

Enquiries about this policy to:

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