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Recruitment Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

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VERSION: 5

THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Recruitment

Policy & Procedure

Policy

This policy is to ensure Pathways SouthWest has the opportunities to attract and retain the best staff/volunteers for all vacant positions.

Procedure

- All permanent or contract remunerated and volunteer positions will be advertised through relevant networks, agencies and websites, unless circumstances require a short-term vacancy is to be filled.
- All advertisements must be approved by the Chief Executive Officer and, if the cost exceeds the allocated budget, by the Board.
- A contact person will be nominated in the advertisement for all vacancies; all enquiries will be directed to this person. When a position is advertised applicants will be advised that only short-listed applicants will be contacted.
- Basic records of the recruitment process are to be maintained. Records should include information about position descriptions sent, applications received (including applicants' names, addresses and contact numbers), a list of applicants short-listed and interviewed, and a record that applicants have been notified of outcomes.
- All applicants will be selected on merit against the selection criteria of the position description.
- All applicants that are interviewed will be offered an opportunity for feedback.
- The short-listing and interview process will be conducted by a panel usually including the Chief Executive Officer or delegate, and the direct line manager.
- At the conclusion of the recruitment process, all documentation in relation to the selection process for the position will be held for a period of six (6) months in a filing cabinet in the Chief Executive's Office.
- All preferred applicants will be reference checked and Pathways SouthWest Inc must receive a current National Police Clearance. If it is a requirement of the position description, then applicants to provide a copy of their driver's license and complete insurance questionnaire.

Related Documents

Equal Opportunity (EO) Policy and Procedure
Recruitment Induction Procedure