

Recruitment and Appointment Policy

It is the Policy of St Chads Communication Centre Trust to endeavour at all times to appoint personnel who are the most competent and suitable for the position

We will do this by

- ensuring that all applicants for positions are treated fairly, taking into consideration the Equal Employment Opportunities guidelines
- ensuring that the decision for the appointment is made in the best interest of St Chads Communication Centre Trust and with proper due diligence being undertaken

This Policy is for the benefit of Management and Board

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson.

Guidelines:

1. When a position becomes available, it will be advertised internally and externally. All internal applicants will have priority, be interviewed and receive feedback. Known contacts who are suitable for the position can be encouraged to apply
2. Applicants will be sent job descriptions and applications forms upon request
3. An appointment team will be chosen according to the nature of the vacancy with senior positions requiring a Board Member as part of the appointment team
4. At closing date, copies of the applications will be given to each appointment team member for reading
5. The interview team will shortlist preferred applicants, all shortlisted applicants must complete an Application Form
6. The appointment team will conduct the interviews. A support person may accompany the applicant.
7. The successful applicant will be chosen by all members of the appointment team on the basis of the best person for the job with verbal referee and police checks to follow
8. The successful applicant will be notified by phone and the appointment confirmed in writing subject to an acceptable Police and Drug Checks being obtained. Unsuccessful applicants should be notified as soon as possible
9. Should there be no suitable applicants, the position will be re-advertised or other recruitment methods be considered
10. Information on unsuccessful applicants shall be destroyed unless permission granted to hold for future vacancies. Any information that is held to be destroyed after six months
11. Information provided by the successful applicant will be retained as part of their personnel file. While the contents of this file may be accessed and corrected by the person following the correct procedure, no evaluative or referee information gained during the recruitment and appointment process is to be disclosed

Supporting Documents:

Application Form

Document Control Parameters:

The provisions of this Policy supersede and replace all previous Recruitment and Appointment policies, procedures and guidelines.

Policy Review:

This Policy is to be formally reviewed every second year.

Date ratified: Jun ' 04

Date reviewed: February 2021

Next review: February 2023