

PO-STA-301 Recruitment and Selection

Purpose

Parklands Christian College is a Christ-centred learning community committed to academic excellence and the pursuit of flourishing in all areas of student life. The holistic College curriculum incorporates academics, vocational education, creative arts, sport, outdoor education and Christian character development, to ensure a broad suite of opportunities for students to engage and experience success.

This policy outlines the recruitment process and how the College uses and manages personal information provided during the recruitment process.

Policy

This procedure outlines the recruitment and selection of employees at Parklands Christian College and provides the necessary tools to:

- Attract, select and retain employees in accordance with the strategic goals of the College as a place of Christian education, with an active Christian workforce.
- Adhere to the relevant legal requirements.
- Minimise the risk of harm to students by employees at Parklands Christian College.

It is important to note that not all vacancies at the College will be advertised publicly. Vacant positions may be filled through direct appointment, internal selection or external selection processes. This policy relates to external recruitment and selection specifically.

Parklands Christian College follow the following five-stages with regards to external recruitment and selection for permanent or fixed term appointments:

- Job advertisements
- Application stage
- Interview stage
- Reference check stage
- Offer and final stage

Job Advertisements

When vacant positions arise, the College uses Seek as its primary advertising platform. Job advertisements may also be advertised on Christian Schools Australia job websites, the Associated Christian Schools website and shared on the College's website and social media platforms.

Application Stage

All employment applications must include the following:

- Completed Employment Application Form, accessible on the College website
- Cover letter

- Curriculum Vitae (CV)

Interview Stage

All applications will be reviewed and candidates will be shortlisted by the Principal, Heads of Schools, People and Wellbeing Officer and/or relevant Hiring Managers.

Shortlisted candidates will be contacted and advised that they will be proceeding to the interview stage.

It is a condition of employment that all employees have sign and return all signed copies of the relevant documents and policies upon application. These documents are listed/provided on the College website.

The interview panel will consist of a minimum of two members. The interview panel shall:

- Be used for all stages of the selection process, except where not viable
- Understand the nature of and requirements for the position
- Ensure that the questions asked of each of the candidates are consistent
- Be responsible for shortlisting, interviewing and recommending candidates
- Treat all candidates equitably, with respect and courtesy
- Maintain candidate confidentiality at all times

Interviews will be arranged and conducted in a manner which ensures candidates have been assessed thoroughly and equitably for the position and that they have a sound understanding of the position.

Candidates will also be provided an opportunity to ask questions or clarify anything they may be unsure about.

Questions during the interviews are structured around four key concepts of Christian faith, character, competency and culture. Questions will be tailored to the position and the candidate will be required to demonstrate how their:

- Skills, knowledge qualifications experience and ability is able to meet the requirements of the position.
- Values, attitudes and duty of care concerning appropriate relationships with students.
- Faith background and journey.
- For teaching positions specifically, how would the candidate be able to contribute to the Parklands teaching team through strong pedagogy and positive working relationships within the context of a Christian school?

The interview process will adhere to the Australia Privacy Principals; Privacy Act 1988 (Cth); College Privacy Policy; College Code of Conduct; College Student Protection Policy; and Child Risk Management Policy.

Reference Check Stage

All applications will be reviewed, and candidates will be shortlisted by the Principal, Heads of Schools, People and Wellbeing Officer and/or relevant Hiring Managers.

Shortlisted candidates will be contacted and advised that they will be proceeding to the interview stage.

Offer and Final Stage

Once a decision has been made on the preferred applicant, a verbal offer may be made to the candidate. A written contract signed by the Principal will be issued to the candidate in a timely manner.

The recruitment process will be finalised only if the College receives the successful candidates' signed contract back.

Once this process has been finalized the following steps will be followed:

- All documentation relating to the applicants will be kept securely and confidentially.
- An employee file will be created
- Induction and orientation will be arranged

The College will notify the unsuccessful candidates of their application outcomes once they have accepted the position. The chair of the panel will offer specific feedback to the candidates on their interview to assist with future interviews they may attend.

Unsuccessful candidates will also be asked if they would like to be kept on file and considered for future vacancies.

Once all candidates who attended the interviews and have been notified of the outcome, the recruitment and selection documentation can be finalized. All panel members will sign off and the paperwork will be kept on file according to relevant policies.


Privacy

The College is committed to protecting the privacy of individuals and is bound by the Australian Privacy Principles as set out in the Privacy Act 1988 (Cth). A candidates cover letter and CV and academic transcripts are personal information and Parklands Christian College will only collect, use or disclose personal information in accordance with the Privacy Act 1988 (Cth) and the College Privacy Policy.

Policy Management

The College may change this policy at any time, to take account of changes, and the effect of changes, in legislation and College policies.

All employment applications mus

Category	<input type="checkbox"/>	Business excellence and governance	BEG	
	<input type="checkbox"/>	People, health & well-being	PHW	
	<input type="checkbox"/>	Students	STU	
	<input type="checkbox"/>	Infrastructure, material resources & environment	INF	
	<input checked="" type="checkbox"/>	Staff	STA	
	<input type="checkbox"/>	Learning	LEA	
	<input type="checkbox"/>	School community	COM	
	<input type="checkbox"/>	Emergency response	EMR	
Related procedures	Privacy Policy			
	Code of Conduct			
	Student Protection Policy			
	Child Risk Management Policy			
Related forms				
Legislation and other requirements	Australian Privacy Policy Privacy Act 1988 (Cth)			
Policy owner	College Board	Authorised by Signature	Board chair	
				
Date	06.06.2024	Next review date	June 2025	
Distribution	<input type="checkbox"/> Board members	<input type="checkbox"/> Teaching staff		
	<input type="checkbox"/> Administration staff	<input type="checkbox"/> Student services		
Risk category	HIGH	MEDIUM	LOW	
Revision cycle	1 year	2 years	3 years	
Revision history	Version number	Date	Version number	Date
	0.1	June 2024	3.0	
	1.0		4.0	



	2.0		5.0	
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