

# Staff Recruitment and Selection Policy Template

## **Purpose:**

To ensure transparent, fair, and merit-based recruitment and selection of staff, ensuring the organisation engages suitably qualified, competent, and compassionate individuals committed to delivering safe and quality aged care services.

## **Scope:**

Applies to all employees, managers, and contractors involved in workforce planning, recruitment, interviewing, or hiring decisions within the organisation.

## **Policy Statement:**

The organisation is committed to:

- Conducting recruitment and selection based on equity, transparency, and capability.
- Complying with all legal and regulatory requirements including pre-employment checks.
- Valuing diversity, inclusion, and cultural safety in the workplace.
- Engaging staff whose qualifications, experience, and values align with the Aged Care Quality Standards and service goals.

## **Legislative Context:**

- Aged Care Act 1997 (Cth)
- Aged Care Quality Standards (Standard 2 – The Organisation)
- Fair Work Act 2009 (Cth)
- Privacy Act 1988 (Cth)
- Work Health and Safety Act 2011 (Cth)
- Equal Employment Opportunity (Commonwealth Authorities) Act 1987 (Cth)

## **Definitions:**

- **Recruitment:** The process of attracting and identifying candidates for employment.

- **Selection:** The process of screening, interviewing, and appointing the most suitable candidate.
- **Pre-employment Checks:** Verification of identity, qualifications, police clearance, and reference checks.

### **Key Principles:**

1. Recruitment decisions are fair, consistent, and evidence-based.
2. All candidates are assessed against clear selection criteria and position requirements.
3. Confidentiality is maintained throughout recruitment processes.
4. Pre-employment screening ensures only suitable applicants are employed.
5. Equal opportunity and inclusion principles are embedded in all practices.
6. Records of recruitment decisions are securely stored for audit and compliance purposes.

### **Responsibilities:**

- **Approved Provider / Board:** Endorses recruitment policy and workforce plan.
- **Facility Manager:** Oversees implementation and ensures compliance with hiring standards.
- **HR / Recruitment Officer:** Conducts advertising, screening, interviewing, and reference checks.
- **Hiring Managers:** Participate in selection panels and ensure fair assessment.
- **All Staff:** Maintain confidentiality and professionalism during recruitment processes.

### **Procedures:**

1. Review workforce needs and obtain approval for new positions based on the annual workforce plan.
2. Develop position descriptions outlining qualifications, duties, and selection criteria.
3. Advertise roles internally and externally to reach a diverse pool of candidates.
4. Shortlist applications using merit-based criteria.
5. Conduct structured interviews with at least two panel members.

6. Complete reference and background checks including police and NDIS Worker Screening.
7. Obtain approval for appointment and issue formal offer of employment.
8. Retain all recruitment documentation securely for audit and compliance review.

### **Pre-Employment Mandatory Checks:**

- Police check (less than 3 years old)
- Working with Children Check (where required)
- Verification of qualifications
- Proof of right to work in Australia
- Reference checks from previous employers

### **Monitoring and Review:**

- Quarterly audit of recruitment activities.
- Annual review of recruitment data including staff turnover and diversity outcomes.
- Review this policy annually or after legislative or organisational changes.

### **Associated Policies:**

- Workforce Training and Competency Policy
- Workforce Health and Wellbeing Policy
- Equal Employment Opportunity Policy
- Code of Conduct and Ethics Policy
- Privacy and Confidentiality Policy

### **Evidence and Records:**

- Position descriptions and advertisements
- Shortlisting and interview notes
- Pre-employment screening records
- Signed offer letters and employment contracts
- Recruitment audit and compliance reports

**Policy Control:**

Version	Effective Date	Review Date	Policy Owner	Approved By	Status
1.0	20 January 2026	20 January 2027	Quality & Compliance Manager	Approved Provider Board	Draft

**Compliance Summary:**

Entity Type	Entity Name	Completion Rate	Status
Policy	Staff Recruitment and Selection Policy	100%	FULLY COMPLIANT (100%)