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**Subject: Recruitment**

**Section: Staffing**

**Effective Date: April 2007**

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### **Policy:**

All staff appointments are in accordance with the merit principle and comply with all relevant legal, statutory and contractual requirements. Vacancies are filled as quickly as possible.

### **Procedure:**

- All recruitment at Glenview is managed by the Human Resources Manager (HRM). All vacancies must be discussed with the HRM before advertising.
- Vacant positions are not automatically filled and will always be reviewed with the HRM for Glenview client benefit and changing organisational priorities. This review ensures that the structure and allocation of resources within Glenview is equitable and provides the best possible outcomes. Any recommendations or changes to positions or organisational structure requires the formal written approval of the CEO.
- All vacant positions at Glenview will be advertised in The Mercury, and other state and national newspapers as determined by the CEO.
- All applicants will be required to make a written application in accordance with the requirements listed on the Glenview website; including a Glenview application form, written responses against specific Selection Criteria of a designated Position Description, and attaching their curriculum vitae.
- Short listed applicants will be invited to suitability testing for aged care at a mutually agreeable time. All positions at Glenview are subject to suitability testing, unless written permission for an exception is provided by the CEO.
- Applicants selected from the suitability testing process will attend a formal interview with an interview panel with at least two Glenview Managers and/or the Human Resource Manager on the panel. All interview panel composition is to be approved by the HRM. All interview panels must have at least one manager who has been fully trained in the suitability testing process.
- The Departmental Manager of the vacant position, in consultation with the HRM, will, after checking with at least two of the preferred applicant's referees, and receiving a Police Clearance and, if applicable, authorised medical report, from the applicant, make a written recommendation to the CEO. Both the HRM and CEO have authority to veto an appointment recommendation for valid reasons.
- Terms of the employment contract must be agreed with the HRM and authorised by the CEO.

- Appointment of new staff can only be made after the CEO has formally approved the appointment in writing.

The only exceptions to the above procedures will be when Internal Expressions of Interest are called for the filling of some positions. The only instances when internal processes will be used in place of the standard recruitment procedures are:

- If the vacant position is for a period of less than six months (ie: a short-term project or backfilling in an 'Acting' capacity when a permanent staff member is on protracted leave or employed in another short-term position)
- Some relief positions, or positions of less than 15 hours per week, where external applications are unlikely and, in the view of the CEO, can reasonably be expected to be filled by suitably skilled applicants from within the organisation
- The position has been advertised within the past three months, or on multiple occasions in the past twelve months, and the panel has returned to the original applicants to make an appointment

Internal processes must still be agreed with the HRM and authorised by the CEO.

The CEO always has the discretion to recruit specialist expertise into Glenview through alternative recruitment processes but the merit principle will always be adhered to.

To ensure that the merit principle is not compromised, it is important for all existing Glenview employees to be aware that:

- Backfilling or acting in a position does not give that person any greater claim to the position when it becomes permanently vacant
- Length of time employed in the organisation does not determine promotion or appointment to permanent positions (i.e: people do not move on to permanency or more senior positions simply because they have been here longer than other applicants)
- The Glenview recruitment process is confidential. Only those people on a specific interview panel will have access to applications. The names and circumstances for any position cannot be discussed with anyone outside the interview panel. Any staff member or manager who breaches the confidentiality of any applicant will be held accountable for such a breach and disciplinary action and/or dismissal may result.