



# STAFF SELECTION PRINCIPLES AND PROCEDURES

The openness and transparency of the College's appointment procedure has been the overriding basis for establishing the following principles and procedures:

## A. Principles

1. A standardised procedure should apply to all staff appointments and promotion positions whether advertised internally or externally, monitored by the Head of Staff Services.
2. Positions should be advertised wherever possible, although there may be situations where time constraints or the demonstrated needs of students do not allow this.
3. All applicants should be acknowledged in a courteous and professional manner.
4. As many applicants as possible should be interviewed for internal appointments.
5. Interviews should be conducted with a panel consisting of the Head or his/her representative, at least one Head and other relevant staff as required. An outside panellist is recommended for senior appointments.
6. Panels should consist of both male and female panellists.
7. Useful feedback should be offered to all short-listed, unsuccessful applicants.
8. Any positions advertised externally should be advertised internally at the same time.

## B. Procedures

1. Consultation with the College Leadership Team regarding the need for the position and development of appropriate selection criteria.
2. Composition of an advertisement for the position, ensuring that a position description is available.
3. An advertisement will appear on the 'allstaff' email list and on the College website Employment page, regardless of whether it is internally or externally advertised.
4. Externally advertised positions will appear in one or more of the following places: College Website, *The Courier-Mail*, SEEK, *The Catholic Leader*.
5. A closing date for applications will be provided.
6. Applicants will be notified as quickly as possible that their application has been received.

7. Applications which meet the selection criteria will then be forwarded via a link to the interview panel for independent ranking in order to form a shortlist.
8. An interview panel will be set up and the panel will go through all applications, ranking them independently in order to form a short list.
9. Short-listed applicants will be notified by phone to set up an interview time.
10. If the position is a teacher position, the Head of Staff Services will check that they are registered with the **Queensland College of Teachers**.
11. For all non-teaching positions, the applicant will either hold or be able to hold a Working with Children Check (Blue Card). The Head of Staff Services will check that they either have or have applied through the College for a Blue Card. The College is responsible for the payment of this application.
12. The panel will meet prior to the interview to establish the format and to devise questions and scenarios. Interviews should try to include scenario situations as well as competency and behavioural questions.
13. The panel will decide which referees are to be contacted in order to validate applicant responses during interview. This may be on the basis of notional rankings developed by either consensus or secret ballot.
14. The panel will meet within 24 hours after the last interview in order to reflect and hear referee reports.
15. The preferred applicant will be recommended to the Headmaster if he/she has not been on the panel, for approval.
16. The preferred applicant will be notified and advised that a letter of appointment will be sent as soon as possible.
17. Unsuccessful short-listed applicants will be advised by phone.
18. Applicants who were not short-listed will be advised that they have been unsuccessful.
19. A letter of appointment will be prepared by the Head of Staff Services.
20. All appointments will be subject to a National Police Check.
21. All appointments will be subject to annual appraisal and summative reviews will be built into appointments of Middle and Senior Leadership. Senior Leadership appointments will participate in a formative review after two years. Contracts for Middle and Senior Leadership will be renewed according to the procedures contained in the relevant industrial instruments.
22. The result of the selection process will be announced via an '*allstaff*' email as soon as possible after the process is concluded.
23. The application documents of the successful applicant and any internal applicants will be retained within their respective personnel files. No hard copy applications will be accepted or retained. Application documents of unsuccessful candidates will be archived electronically for a period of 12 months and then destroyed. Access to these records will be restricted to the Head of Staff Services or delegate.