

Recruitment and Induction Policy

1 Purpose

This policy outlines the way in which Greater Shepparton Lighthouse Project (GSLP) employees are recruited, volunteers are engaged, and all workers are inducted to GSLP.

2 Scope

This Policy applies to all GSLP employees, volunteers, Board members, interns, trainees, contractors, consultants, and other workers, both paid and unpaid (henceforth referred to as GSLP workers).

3 Introduction

GSLP is committed to providing high quality programs and services to our community. To support the achievement of this objective, we recognise the importance of employing the most suitable applicant for all vacant positions.

GSLP recognises that a robust and professional approach to recruitment and selection helps to attract individuals with the necessary skills and attributes to enable us to achieve our service and business goals.

GSLP is committed to ensuring a fair, open and transparent recruitment process for all positions, including both paid and unpaid workers.

Equal opportunity principles are upheld throughout recruitment activities and selection decisions are based on a person's ability to meet the selection criteria of the role and ability to deliver upon the position purpose and core role requirements, with no regard to factors such as:

- Age
- Gender
- Sexual orientation
- Race
- Religious beliefs, activities or practices
- Physical, intellectual or psychological impairments
- Marital status
- Family status and responsibilities (including pregnancy or caring responsibilities)
- Political opinions
- Spent convictions

Once workers are employed or engaged with GSLP, a thorough induction will be undertaken to provide them the essential information required for them to safely commence their duties and contribute to the work and objectives of GSLP.

4 Employee recruitment

GSLP paid employees will be recruited and employed through a merit-based selection process by following this recruitment process.

<i>Process step</i>	<i>Detail</i>	<i>Responsibility</i>
Approve recruitment	Assess and approve the decision to recruit for any paid employee position. May require consultation with Board Chairperson.	Executive Officer
Develop position description	Develop an up-to-date position description outlining the purpose and core responsibilities of the position, and the essential and desirable selection criteria. The position description will also contain information regarding the Award and grade of the position, time requirement (full-time or part-time) and contract type (ongoing or fixed-term).	Hiring manager
Advertise the role	Positions may be advertised internally or externally, including via newspapers, employment agencies, online job boards or other appropriate avenues for the position. The relevant Program Coordinator will develop and post the advertisement. Advertisements will include information about GSLP, the purpose and core responsibilities of the position, the essential and desirable selection criteria, a copy of the position description, the contact person for the role, how to apply, and the closing date.	Hiring manager
Coordinate a Selection Panel	Coordinate a Selection Panel, with consideration for gender balance. For the recruitment of the Executive Officer, the Selection Panel must comprise of the Board Chairperson (who will be the Panel Chair), at least one other Board member, and either	Hiring manager

	<p>another Board member or an appropriate external stakeholder.</p> <p>For the recruitment of GSLP employees, the Selection Panel must comprise of the Executive Officer and at least one other Team Leader, Program Coordinator or appropriate external stakeholder. The relevant Program Coordinator will normally be the Panel Chair, though this may be the Executive Officer if appropriate.</p>	
Shortlist candidates	Assess all applications and shortlist candidates based on their application and ability to meet the selection criteria.	Panel members
Arrange interviews	<p>Invite shortlisted candidates to interview. Notify candidates not shortlisted in writing.</p> <p>Prepare interview questions to test the candidate against the selection criteria and core requirements of the role.</p>	Hiring manager
Interview shortlisted candidates	<p>Interview shortlisted candidates.</p> <p>Assess candidates and score equitably. Select preferred candidate.</p> <p>Summarise feedback for unsuccessful candidates.</p>	Panel members
Make verbal offer to preferred candidate	<p>Make verbal offer of employment to the preferred candidate, noting the offer is conditional upon the successful completion of required pre-employment checks, which include:</p> <ul style="list-style-type: none"> • 2x referee checks • Police check • Working with Children Check • Working rights check / visa check • Registration check (if required for role) <p>Negotiate a proposed start date (subject to pre-employment checks) and other terms and conditions e.g. salary.</p>	Hiring manager
Arrange pre-employment checks	Arrange and complete pre-employment checks for preferred candidate.	Hiring manager

Make written offer of employment to preferred candidate	Upon the successful completion of the required pre-employment checks, provide a written contract of employment to the preferred candidate.	Hiring manager to coordinate Executive Officer to approve
Notify unsuccessful shortlisted candidates	Once the preferred candidate has signed the written contract of employment, notify the unsuccessful candidates who were interviewed via phone call and email and offer feedback.	Hiring manager

5 Volunteer engagement

GSLP recognises the valuable contribution to our organisation made by volunteers and actively encourages their participation. Through volunteers, GSLP is able to broaden the range of services available to promote wider community participation in our organisation.

Where possible and reasonably practicable, volunteers will be recruited in a similar manner to employees, in that equal employment opportunity principles are followed, appropriate pre-engagement checks are undertaken, and clarity is provided regarding the responsibilities of volunteer positions.

GSLP volunteers will be engaged by following this process.

<i>Process step</i>	<i>Detail</i>	<i>Responsibility</i>
Develop position description	Develop an up-to-date position description outlining the purpose and core responsibilities of the position, the essential and desirable selection criteria, conditions or obligations associated with the role such as attendance times, training required.	Volunteer Coordinator
Advertise the role	Positions may be advertised internally or externally, including via newspapers, online job boards or other appropriate avenues for the position. The relevant Program Coordinator will develop and post the advertisement. Advertisements will include information about GSLP, the purpose and core responsibilities of the position, the essential and desirable selection criteria, a copy of the position description and information about programs, the contact person for the role, how to apply, and the closing date.	Volunteer Coordinator

	<p>Candidates are asked to complete a Volunteer Registration Form that includes demographic information, information regarding skills, interest areas and preferences as well as availability.</p>	
<p>Assess candidates and prepare for interviews</p>	<p>Assess the Volunteer Registration information to match potential volunteers with an appropriate program.</p> <p>Prepare interview questions to test the candidate against the selection criteria and core requirements of the role and program.</p>	<p>Volunteer Coordinator</p>
<p>Interview shortlisted candidates</p>	<p>Interview volunteers to ensure expectations align and core role requirements can be met.</p> <p>Match candidates to most appropriate program.</p>	<p>Volunteer Coordinator</p>
<p>Make verbal offer to preferred candidate</p>	<p>Make verbal offer of engagement to the selected program, noting the offer is conditional upon the successful completion of required pre-engagement checks, which may include:</p> <ul style="list-style-type: none"> • Police check (where volunteer positions are required to work one-on-one with children or vulnerable clients, drive buses or manage money) • Working with Children Check (mandatory for all employees or volunteers engaged in child-related work) <p>Negotiate a proposed start date (subject to pre-employment checks) and other terms and conditions e.g. time commitments.</p>	<p>Volunteer Coordinator</p>
<p>Arrange pre-engagement checks</p>	<p>Arrange and complete pre-engagement checks for preferred candidate (where required)</p>	<p>Volunteer Coordinator</p>
<p>Provide written Volunteer Agreement to preferred candidate</p>	<p>Upon the successful completion of the required pre-engagement checks, provide a Volunteer Agreement to the preferred candidate outlining duties, responsibilities, health and safety obligations, confidentiality and commitment to</p>	<p>Volunteer Coordinator</p>

	following GSLP’s organisational policies and procedures.	
--	--	--

6 Induction

All new staff members are to participate in an induction process led by their Program Coordinator upon commencement that includes:

- GSLP vision, key objectives and organisational structure including key people;
- Information regarding and access to key organisational policies, procedures or guidelines including the Code of Conduct, Child Safety Policy and Code of Conduct and Health and Safety Policy;
- Information specific to their role such as their position description and terms and conditions of employment;
- Introduction of the new worker to the program office area and its facilities as well as other premises they will visit or work from in the course of their duties;
- Introduction of the new worker to other workers within the organisation and their team; and
- As appropriate to the role, establishment of a mentor to guide further induction into the role or coordination of additional specific training that may be required.

As part of the induction process, the worker is provided with an induction checklist to enable items to be ticked off as they are addressed or crossed off if not applicable.

The Executive Officer or delegated person conducting the induction is responsible for following up with the new worker over the first month of employment to ascertain if any further issues have arisen and to arrange sign off on the induction checklist.

7 Document history

Version	Date approved	Summary of changes	Approved by	Version author	Next review date
1.0	April 2018	New policy	GSLP Board		April 2019
2.0	Feb 2024	Review of existing policy	GSLP Board	HR Consultant	Feb 2026