



Recruitment and Selection Policy

Purpose:	<p>Redlands 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, performance music, sport, outdoor education and Christian character development, to ensure a broad suite of opportunities for students to engage and experience success.</p> <p>This policy outlines the recruitment process and how the College uses and manages personal information provided during the recruitment process.</p>	
Scope:	<p>The policy applies to all prospective employees seeking employment at Redlands College.</p>	
References:	<ul style="list-style-type: none"> • Australian Privacy Policy • <i>Privacy Act 1988 (Cth)</i> 	
Associated documents:	<ul style="list-style-type: none"> • Redlands College Position Statement on the Integration of Faith, Practice & Vocation • Redlands College Privacy Policy • Redlands College Staff Code of Conduct • Redlands College Child Protection Policy • Redlands College Child Risk Management Strategy Policy 	
Supersedes:	<p>N/A</p>	
Authorised by:	Principal	Date of Authorisation: 21/9/2018
Review Date:	<p>Annually, as appropriate, to take account of new laws and technology, changes to College's operations and practices and to make sure it remains appropriate to the changing environment.</p>	Next Review Date: December 2019
Policy Owner:	Executive	

Purpose

This policy outlines the recruitment and selection of employees at Redlands College and provides the necessary tools to:

- Attract, select and retain high calibre 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 Redlands 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. This policy relates to external recruitment and selection.

Redlands College follows a five-stage recruitment and selection process for permanent and fixed term appointments:

1. Job advertisements.
2. Application stage.
3. Interview stage.
4. Reference check stage.
5. Offer and final stage.

Job Advertisements

When vacant positions arise, the College uses Seek as its primary advertising platform. Job advertisements are also advertised on the Christian Schools Australia jobs website, 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).

All candidates will be treated equitably, with respect and courtesy. Candidates will receive an email acknowledgment of receipt for their job application.

Interview Stage

All applications will be reviewed and candidates will be shortlisted by the Human Resource Officer, Heads of Schools or Head of Finance and Operations and the Principal. Shortlisted candidates will be contacted and advised that they will be proceeding to the interview stage.

It is a condition of employment for all employees at Redlands College to subscribe to the *College's Position Statement on the Integration of Faith, Practice & Vocation*. Therefore, candidates must sign and return a signed copy of this document prior to their interview.

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 candidate 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 opportunities to ask any questions or clarify any issues they may have.

Questions during the interviews are structured around the four key concepts of Christian faith, character, competency and culture. Questions will relate to the candidate's:

- Work history, background and character
- Skills, knowledge, qualifications, experience and ability to meet the position's requirements
- Values, attitudes and duty of care concerning appropriate relationships with students
- The candidate's faith background and journey
- For teaching positions, how the candidate will be able to contribute to the Redlands College teaching team through strong pedagogy and positive relationships within the context of a Christian school.

The interview process will adhere to the *Australian Privacy Principles; Privacy Act 1988 (Cth); College Position Statement on the Integration of Faith, Practice & Vocation; College Privacy Policy; College Staff Code of Conduct; College Child Protection Policy and College Child Risk Management Strategy Policy.*

Reference Check Stage

Before a candidate progress to the offer stage, reference checks will be conducted. It is preferable that at least two verbal reference checks are obtained for any position at the College. Normally this includes:

- A professional referee, most likely a recent direct supervisor
- A personal referee, most likely a leader in the Church the candidate currently attends.

The College reserves the right to contact any persons who may have relevant knowledge of the candidate's qualifications and experience, whether or not such persons are nominated as referees by the candidate.

The College will maintain confidentiality to satisfy the legal obligations, in relation to the *Australian Privacy Principles; Privacy Act 1988 (Cth); and College Privacy Policy.*

Offer and Final Stage

Successful candidate

Once a decision has been made on a preferred candidate, a verbal offer may be made. A written letter of offer, signed by the Principal, will then be issued to the candidate as soon as practicable. The recruitment process will be finalised only if and when the College receives the successful candidate's signed letter of offer.

Once this process is finalised:

- All documents relating to applications are filed and kept confidential
- An employee file is created for the successful candidate, including all documents relating to their application
- An induction and orientation for the successful candidate will be arranged by the Human Resource Officer.

Unsuccessful candidate

The College will notify unsuccessful candidates of the outcome of their application when the recruitment process has been finalised. Unsuccessful candidates will be treated courteously and sensitively.

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 candidate's cover letter, CV, academic transcripts and letter of references are personal information and Redlands 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 effect of changes, in legislation and College policies.