

STAFF RECRUITMENT

POLICY

Suzuki Talent Education Association of Australia (NSW) Limited (Suzuki) recognises and adopts Equal Employment Opportunity principles and practices in its recruitment of staff and volunteers. Suzuki is committed to creating and maintaining a workplace that is free of all forms of discrimination.

PROCEDURES

The Executive Officer is responsible for the recruitment of Suzuki staff.

The Suzuki Board is responsible for the recruitment of the Executive Officer. Selection panels for the Executive Officer will comprise three people, including the President and at least one other committee member.

Equal Employment Opportunity

Suzuki is to be acknowledged as an Equal Employment Opportunity employer in all advertising for staff and volunteers.

Suzuki's recruitment and employment practices are designed to employ the best person for the job and take account of the principle of reasonable adjustment in selecting suitable employees.

The process for the recruitment of paid staff is as follows:

- 1) Clarify the need for and role of the worker and develop or review the Job Description.
- 2) Advertise the position. The advertisement must specify the essential criteria, desirable criteria, closing date for applications and all other relevant information such as contact personnel and phone number.
- 3) Send applicants an information package which includes a copy of the job description, information about Suzuki, Working with Children Check form.
- 4) Choose a selection panel to do the shortlisting and conduct the interviewing process.
- 5) In relation to the gender composition of the selection panel, if any applicants for the advertised position are male at least one member of the selection panel should be male.
- 6) Shortlist applicants on the basis that they meet the advertised essential criteria first and secondly the desirable criteria. Shortlisting of all applicants should be carried out by the selection panel.

- 7) Undertake Working with Children Checks.
- 8) Interview the applicants who are shortlisted.
 - a) Applicants will be contacted and invited to interview with at least 48 hours notice.
 - b) The selection panel will draw up a list of interview questions prior to the interviews.
 - c) All applicants will be asked the same questions which will aim to explore the applicant's relevant skills and experience to perform the duties.
 - d) All documentation regarding interviews must be kept on file.
 - e) Each person on the selection panel will have an interviewing sheet which will state the interview questions as well as rating and comments about the answers given.
 - f) After all interviews have been conducted, the interview panel will deliberate and make a decision as to outcome of the interviewing process.
- 9) Select the most suitable applicant.
- 10) Contact referees and review Working with Children Check information.
- 11) Prepare and post a letter of offer outlining employment conditions (Employment Agreement) to the successful applicant, including a probationary period (usually 3 months). For fixed term employment, the probationary period is related to the length of the term.
- 12) Successful applicant signs the Employment Agreement.
- 13) Write letters to unsuccessful applicants.

Related Policies:

Code of Ethics

Legislation:

Disability Services Act (NSW) 1993

NSW Anti-Discrimination Act 1977

Age Discrimination Act 2004

Disability Discrimination Act 1992

Racial Discrimination Act 1975

Sex Discrimination Act 1984