
OSHC STAFF SELECTION PROCESS CHECKLIST

A Network SA Staff Selection Resource for OSHC Services June 2009

Getting started

- Who needs to know about this vacancy?
- Is this an opportunity to make changes to the staffing structure or the position?
- Check recruitment policies – to follow / to review
- Is this a short term or long term position?
- Who needs to be involved in a selection process and how?
- Check AIGs (DECS) / 'head office' guidelines and recommendations
- Be clear about who is authorised to make decisions
- Expect the unexpected e.g. how would you manage an excessive number of applications or what will you do if no-one applies?

Before advertising

- Clarify requirements:
 - Is this to be a casual, part time or full time position?
 - Is it for a fixed term?
 - Check award for appropriate classification and pay rates
 - Check requirements re OSHC Standards SA
 - Are there special skills, knowledge, experience needed in your service?
 - Will there be a probationary period?
- Review job description
- Prepare blank contract
- Identify critical dates
 - Place advertisements
 - Applications close
 - Shortlist
 - Interviews
 - Referee reports
 - Orientation
 - Commence duties
- Where will you advertise?
- Do you require applications to be in a particular format?
- Who will respond to queries, send job descriptions?

During advertising period

- Review selection criteria
- Write interview questions
- Consider interview environment – privacy, furniture, lighting, noise, temperature, signage
- What else do you need to know e.g. are there limits on who can be employed? Why?

- Who will advise successful / unsuccessful applicants?
- Review or establish processes for short listing, interviewing, referee checks, orientation and probation
- Prepare employment pack
- Prepare orientation pack

During the interviews – on arrival

- Reception before interview
- 'Comfort needs' – offer water, advise location of toilets
- Are you providing a copy of the questions for review before the interview starts?
- Should person responsible for reception bring the interviewee to the interview room or will one of the interviewers escort the interviewee?

During the interviews

- Introductions and brief overview
- Explain interview format
- Simpler questions first
- Avoid coaching
- Equal opportunity & merit principles
- Cultural considerations
- Opportunity to ask questions
- What will happen next

After the interviews

- Review responses against selection criteria
- Establish first and second selections, if possible
- If no suitable applicant, review options
- Complete and document referee checks
- Confer as pre-arranged, contact first successful applicant
- If position accepted, provide employment pack

24 hours after offer

(longer if negotiated)

- Formally confirm acceptance (signed document)
- Confirm starting date and orientation process
- Contact other applicants
- Inform service personnel
- Prepare introductory notice for families / noticeboard
- Who else needs to know?

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Published by Network SA Resource, Advisory & Management Services Inc., Building 2, The Parks Community Centre, 2 - 46 Cowan Street, Angle Park SA Mailing address: PO Box 2440, Regency Park SA 5942 Phone: 8445 8128 (toll free for country callers 1800 673 714); Fax: 8268 8065

Email: info@networksa.org.au; Website: www.networksa.org.au

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