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| --- | --- |
| **Purpose** | To ensure the selection of the right people, with the right skills and qualifications, at the right time for the right role and within [best practice recruitment processes](http://vpsc.vic.gov.au/resources/best-practice-recruitment-and-selection-toolkit/). |
| **Scope** | All vacant positions advertised and all job applications received. |

**Processes:** [**Advertising**](https://www.employment.govt.nz/starting-employment/hiring/advertising-the-job/) **and** [**Selection**](https://www.employment.govt.nz/starting-employment/hiring/selecting-and-appointing/)

**Advertise the Vacancy**

* Ensure that advertisement complies with legislation and the [Human Rights Commission A-Z pre-employment guidelines](https://www.hrc.co.nz/your-rights/business-and-work/guidance-workers/guidance-workerspre-employment/).
* Use preferred provider list and contacts.
* Decide duration of advertisement.
* Decide time of application closure.
* Advert states requirements to apply for position.
* Advertisement to be approved by …………...

**Manager/……….**

**Application Requests**

**Manager/……….**

Will send the applicant:

* Information about the service.
* Application template that includes
  + health declaration
  + Police check approval.

**Possible Participants**

* Line manager
* Māori representation
* Service user representation
* Family/whānau representation
* Relevant cultural representation
* Relevant other service provider

**Short Listing Applications**

Within 3 weeks of application closure

**Selection Panel**

* Use of check list.
* Assess for competence, skill, experience, knowledge.
* Apply the principles below.

**Implement the Principles and Processes during Selection:**

**Structured Processes**

**Fair and open competition**

**Equal Opportunity**

**Ensure:**

* The right person is matched with the right mix of skills, behaviour and motivation to the job.
* The Treaty of Waitangi obligations are reflected in the selection processes.
* Transparent process.
* Based on:
  + ability
  + experience
  + potential
  + knowledge.
* Legally defensible.
* Consistent application of processes.

There will be no discrimination during selection on grounds of:

* race
* ethnicity
* origin
* ethical belief
* religion
* political belief/affiliation
* gender
* sexual orientation
* marital status
* disability
* professional or employee association membership

yes

no

Applicant selected for interview

Send standard letter to the applicant.

🛈 Do not select more than 5 applicants for interview.

# Consultation

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| --- | --- |
| Group/Role | Date |
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