

Title: Workforce Recruitment & Selection Policy

Date: October 2018

Version: 1.0

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1. Purpose

The purpose of this document is to ensure that a standard approach is adopted for the recruitment and selection of all positions within the Souwest Jets Netball Club Inc.

2. Scope

This policy applies to the recruitment and selection of the Souwest Jets Netball Club Inc workforce.

3. Policy Statements

The following Policy Statements apply:

1. A Selection panel is appointed by the Committee and must consist of at least 3 members that represent the following categories:
 - Subject Matter expert
 - Committee member
 - Independent member appointed by Committee
2. Position descriptions and the weighted selection criteria are finalised prior to advertising
3. All vacant positions are to be advertised externally for a minimum of 2 weeks
4. All applications must be made in writing
5. The selection process will be identical for all applicants of the same role
6. All applicants, Jets Committee Members, and Recruitment and Selection Panel members will abide by the Club's Code of Conduct and Privacy Policy.
7. The screening and selection process must follow the guidelines detailed by the weighted Selection Criteria for the role.
8. The screening and selection of all applicants must be documented accurately by the Panel
9. The Selection Panel may consider individuals who have not applied for the vacant position
10. The Selection Panel will present its selection recommendations to the Committee for endorsement

11. If the Committee is unwilling to endorse the Panel’s recommendations, the Recruitment and Selection process is deemed void and the position remains vacant
12. Employment contracts are required to be signed by the successful applicant
13. Contract term to be negotiated with the successful applicant
14. Contract extension clauses can be included in Employment contracts and exercised at the discretion of the Committee
15. All unsuccessful applicants are notified in writing, with interviewed applicants notified verbally first
16. The Selection Panel or Committee are under no obligation to provide reasons for its selection decisions, but may do so at its discretion
17. An appeal around selection or non-selection of an applicant may be lodged only if this Recruitment & Selection Policy was not adhered to
18. Appeals must be made in writing within 48 hours of the announcement of the relevant position
19. The Chairperson of the Committee will consider the appeal and determine a final ruling

4. Document Approval and Review

This Policy is owned by the Souwest Jets Netball Club Incorporated. It is required to be reviewed annually, and prior to the recruitment of workforce for the upcoming year or season.

5. Document Control

Reviewer	Change Summary	Approver	Date Approved	Version	Status