



## Recruitment and Selection Procedures

<b>Introduction</b>	Mount Alvernia College's continued success depends largely on our ability to recruit and retain excellent staff who share our vision and values including our commitment to child safe principles, and who are committed to delivering the highest quality education to our students.
<b>Our Recruitment Processes</b>	Our recruitment processes involve: <ul style="list-style-type: none"><li>• selection based on merit and cultural fit</li><li>• the use of position descriptions and selection criteria</li><li>• the development of a recruitment case</li><li>• advertising which includes a clear reference to the College's commitment to child safe standards</li><li>• a fair and transparent interview and assessment process which tests candidates' suitability including their commitment to child safe standards</li><li>• rigorous referee and background checks including the candidate's commitment and conduct in relation to child safe standards</li><li>• evaluation and selection of applicants, including ensuring that the selected candidate has passed appropriate Blue Card or Working With Children Check requirements and that the selected candidate is able to work in Australia</li><li>• ensuring decisions regarding advertising, job descriptions, and selection procedures, conditions of employment and pay, comply with all relevant employment laws relating to discrimination</li><li>• making an offer of employment</li><li>• execution of an employment contract.</li></ul>

<b>Our Recruitment Outcomes</b>	<p>Our recruitment and human resources procedures are designed to ensure that:</p> <ul style="list-style-type: none"><li>• we select the candidate who best meets the requirements of the vacant position in terms of relevant skills, abilities, qualifications and cultural fit, and do not take characteristics or assumed characteristics into account which are irrelevant to the inherent requirements of the role</li><li>• only candidates who meet our child safe standards are offered a position with Mount Alvernia College</li><li>• we employ the correct number of people to meet our objectives</li><li>• we minimise workers turnover</li><li>• we build stable and long-term relationships with our stakeholders</li><li>• we assist workers to achieve a high level of job satisfaction</li><li>• all workers know what is expected of them.</li></ul>
<b>Additional Information</b>	For detailed information on the recruitment process, consult your Line Manager or the Deputy Principal - Staff Development & Organisation..