Recruitment and Selection Process – Lay Employees

Anglican Church
Diocese of Perth

Resignation is received and vacancy occurs for replacement, or a new position is required.

Hiring Manager (HM) and Human Resources (HR) to review current internal staffing capability and decide if opportunity can be limited to internal staff.

The Recruitment Requisition Form (RRF) is completed by the HM and submitted to HR. For new positions, HM to seek approval from the Diocesan Secretary (DS) and the CFO.

The position description is reviewed and/or drafted by the HM. Template is available from HR.

Once the position description is finalised and the RRF is approved, the position is advertised by HR for between 2-4 weeks.

Position closes. HR provides HM access to Seek and other recruitment platforms/mediums for shortlisting.

HM to shortlist applications and prepare for interview. HR supports with drafting of interview booklet and interview questions.

After the interviews, HR is notified of a suitable candidate. During the recruitment process, a candidate **must not** be told they are the preferred or successful candidate.

HR to advise the candidate that they are progressing in the selection process. Reference checks are completed via XRef, organised by HR.

HR to inform candidate that they have progressed in the selection process. HR to collect all required compliance documents such as national police clearance, WWCC etc.

HR prepares the employment contract and seeks approval from the Diocesan Secretary.

HR emails employment contract and HR paperwork to the candidate.

Once the offer is accepted by the candidate, HM to notify unsuccessful interviewed candidates.

HR notifies internal stakeholders (Payroll, Screenings, Reception, Executive Support Officer) on candidate's commencement and initiate onboarding process.

HR to complete administrative tasks, such as learning and development and inform Payroll once paperwork has been received.

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