Staff Hiring Process

Your goal is to hire employees who will be productive and add value to the House’s activities. Here’s a summary of the key steps required to achieve this goal.

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| Prepare a Position Description    | • Define the job responsibilities.  
                                       • List the duties, tasks and activities to be performed. Wherever possible, make them measurable.  
                                       • Determine the level of competency required.  
                                       • Identify the essential (minimum), as well as the desired, requirements you are seeking in applicants.  
                                       • Prepare a list of selection criteria. This is a list of the key criteria which applicants must address in their formal application. The same criteria will be used to determine the best applicant for the job.  
                                       • Research the wages and conditions of employment applicable.                                                                                                                                 |
| Choose how you will attract applications | • Compile your job advertisement, taking care to avoid any suggestion of discrimination.  
                                           • Arrange placement of advertisement in media suited to the type of job and your budget. Options include online job sites, newspapers, your website, employment agencies, community bulletin boards etc. |
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| Prepare to interview job applicants | - Prepare a shortlist – keep in mind your selection criteria.  
- Choose a suitable venue for the interviews that offers privacy.  
- Prepare a list of questions you intend to ask – relate to Position Description and selection criteria.  
- Schedule the interviews – allocate sufficient time to each applicant and inform applicants of anything they need to bring to the interview. |
| Conduct interviews               | - Introduce yourself and other interview panel members.  
- Pose broad questions at start to help applicant relax and feel comfortable with you.  
- Ask your series of questions.  
- Let the applicant do most of the talking.  
- Outline the terms and conditions of employment you are offering, including rate of pay, working hours etc.  
- Ask for referees to be nominated.  
- Give applicants opportunity to ask questions.  
- Close interview by indicating when decision will be made. |
| Appoint successful applicant     | - Check with referees.  
- Make choice of successful applicant by listing reasons for your selection on paper and matching against selection criteria.  
- Notify all applicants.  
- Issue letter of appointment covering start date, award or agreement under which the person will be employed, probationary period if applicable, leave arrangements, hours of work, pay rates etc. |