



**Catholic  
Ladies' College**

# **Recruitment, Selection and Induction Policy**

**Policy Dates:**

Initiated: May 2014

Ratified: July 2014

CATHOLIC LADIES' COLLEGE LTD  
MARY AIKENHEAD MINISTRIES IN  
THE TRADITION OF THE SISTERS  
OF CHARITY

19 DIAMOND STREET  
ELTHAM VIC 3095

03 9439 4077 /T  
03 9431 1157 /F  
[WWW.CLC.VIC.EDU.AU](http://WWW.CLC.VIC.EDU.AU)  
ABN 44 058 164 891

## Recruitment, Selection and Induction Policy

Catholic Ladies' College was founded by the Sisters of Charity in 1902 to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women, and wholly involved in the transformation of society. Catholic Ladies' College aims to foster a diverse and dynamic staff profile and to create a climate of personal and professional excellence.

### Purpose

- Catholic Ladies' College strives to attract and retain high performing staff to achieve its strategic and educational goals and who are aligned to the values and ethos of its Catholic identity and mission.
- This Policy ensures the College meets all legislative obligations in the provision of well-managed operations, a performance culture and a workforce mix and profile appropriate to its business needs and sustainability.
- This Policy provides the College with the opportunity to appoint staff using a structured process underpinned by the principles of respect, merit and justice. In doing so, the College practices ethical and impartial staff selection procedures, free from conflict of interest and characterised by confidentiality and respect for privacy of applicant's personal information.

### Scope

- This Policy applies to all staff employed under the Victorian Catholic Education Multi Enterprise Agreement 2013. The Recruitment, Selection and Induction procedures provide specific advice on normal practice.

### Merit

- Appointment is based on merit assessed against the Role Description selection criteria. The selection committee will be satisfied that applicants are capable of performing the requirements of the position through an assessment process against the selection criteria.

### Selection Committee

- All staff involved in the recruitment and selection process are expected to practice the principles of equal opportunity and anti-discrimination.
- An expert may be appointed to any recruitment and selection process.

### Confidentiality

- Applications and referee statements will be stored securely and details of applications, interviews or any other aspect of the selection process should not be discussed outside of the selection committee. Breaches of confidentiality are regarded as serious matters.
- Application and personal information collected from applicants for advertised positions will only be used to complete the recruitment and selection process and will be kept confidential in accordance with the Australian Privacy Principles.

### Application Outcomes

- All applicants will be kept informed about their application and will receive written communication regarding the outcome.

### Induction

- Successful applicants will receive a formal induction to introduce them to the culture and expectations of working at Catholic Ladies' College .

### Relevant Organisational Procedures

- Recruitment and Selection Procedures