

Catholic Ladies' College



Recruitment, Selection and Induction Policy

Stage	Date	Ratified
Initiated	May 2014	July 2014
Review 1	June 2021	
Review 2		
Review 3		
Review 4		

clc.vic.edu.au

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Under the Stewardship of
Mary Aikenhead Ministries



MARY
AIKENHEAD
MINISTRIES

LOVE HOPE COMPASSION JUSTICE



Catholic Ladies' College Ltd

[ACN 058 164 891] [ABN 44 058 164 891]

Recruitment, Selection and Induction Policy

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established 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.

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.

Guiding Principles

- This Policy applies to all staff employed under the Victorian Catholic Education Multi Enterprise Agreement 2018. 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

The purpose of a selection process is to choose the applicant who will perform successfully in the advertised position and do so better than all other applicants. The selection panel can use a range of instruments or selection tools designed to predict successful performance on the job.

- 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.
- The selection panel should be able to demonstrate the rationale for the selection tools used to identify and assess the required competencies.
- Panel members should declare any conflict of interest prior to the commencement of the interview 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 .

Intended Audience Current and potential staff

Related Documents CECV Guidelines for Employment

Developed by Human Resources Manager

