

MSA Recruitment Procedures

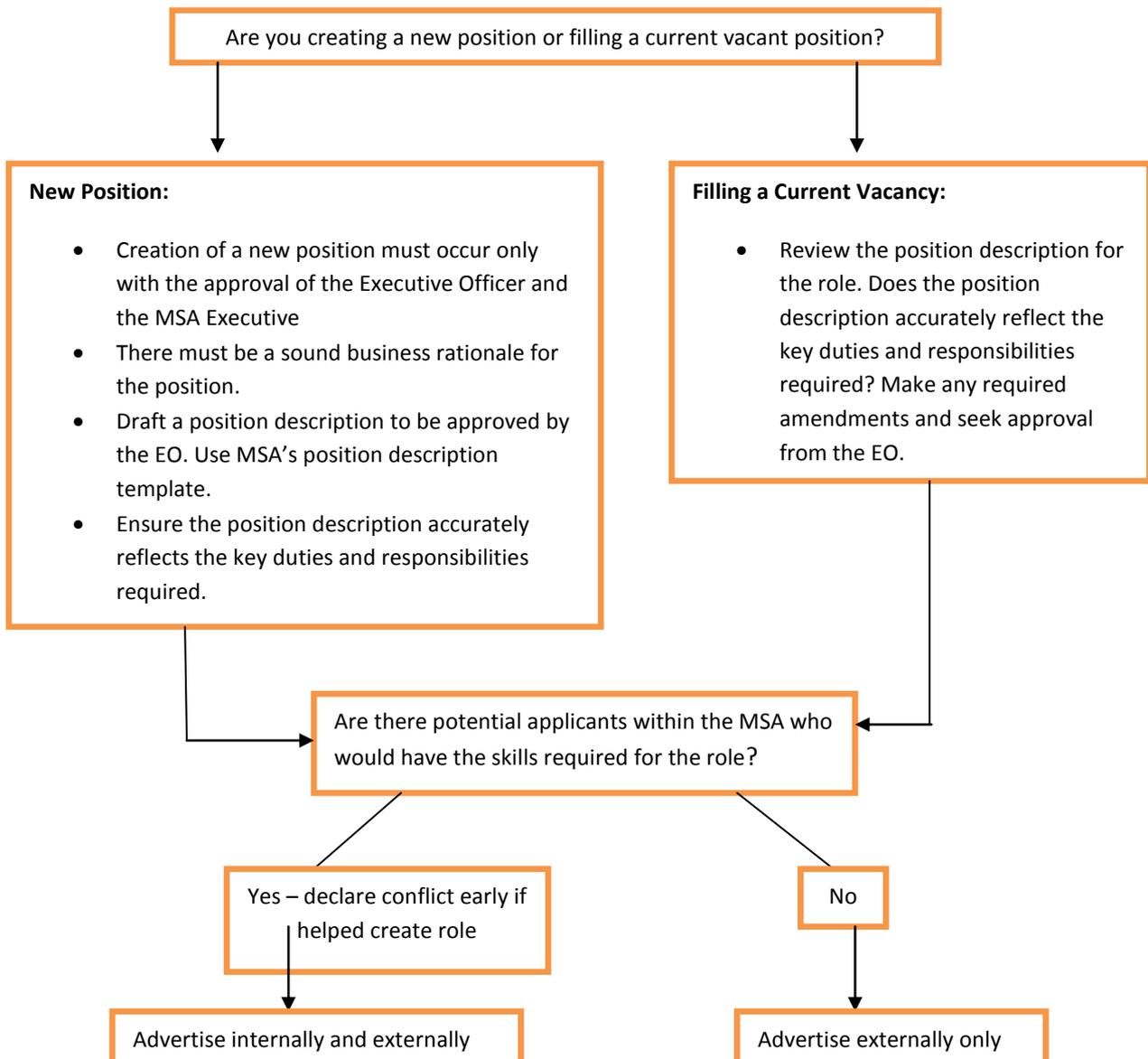
Purpose

This document is a procedural document and managers are expected to comply with the procedures outlined within it. The purpose of these procedures is to provide MSA with a transparent and consistent recruitment process; that ensures that MSA complies with legislative requirements and recruits staff with the appropriate skill levels to perform role requirements.

Responsibilities

- The Executive Officer is responsible for the organisational wide implementation of these procedures, and for monitoring the review, currency and updating of these procedures.
- Area managers are responsible for implementation of these procedures within their areas. Managers are responsible for compliance with these procedures when recruiting staff.

Recruitment Procedures Flow Chart



Creating a New Position

- Creation of new positions must only occur with the approval of the MSA Executive Officer and the MSA Executive.
- You must have a sound business rationale for the creation of any new position.
- When recommending remuneration levels for new positions, MSA managers must make those recommendations with reference to the relevant award or enterprise agreement. Remuneration recommendations must be within legislative parameters, MSA policies and departmental budgets.
- All new positions of a fixed term or ongoing nature must expressly include a probation period of 3 months.

The Position Description

- All position descriptions should be drafted using the MSA position description template.
- The Position description should:
 - Clearly and accurately define the key duties and responsibilities of the role
 - Outline the level of accountability of the position
 - Outline the relationship of the position to other positions within MSA
 - Unless the role is a volunteer position, the position description should outline the classification and remuneration rate of the position
- When drafting position descriptions, MSA managers should adhere to the following guidelines:
 - Only the main or significant key duties and responsibilities should be outlined – short, temporary or infrequent duties do not need to be listed.
 - The content and language used should reflect the level of responsibility expected of the position.
 - Avoid using acronyms or abbreviations that others would not understand.
 - Clearly and specifically outline any special skills or required qualifications pertaining to the role.
 - Remember that position descriptions form the basis of the employees' understanding of their role requirements and are an essential management tool. It's important that they are drafted carefully and effectively.
- All new position descriptions and updated position descriptions must be approved by the MSA Executive Officer
- A signed position description must be kept on the employees' personnel file, once the position has been filled.
- All current position descriptions should be reviewed yearly by Managers as part of the MSA performance support program and be updated as needed.

The Interview Process

- You should select between 3 to 6 candidates for interview. Suitability for interview must be assessed with reference to the position description, the candidate's relevant work experience and any required qualifications.

- An interview panel must be convened consisting of the manager responsible for the role and one additional senior staff member. Where the position is a senior management position, a member of the executive must also be on the interview panel.
- Where appropriate, an external consultant can be engaged as a member of the interview panel. Where the position being advertised is that of Executive Officer, an external consultant must be engaged as a panellist.
- Using the MSA interview template as a guide, the panel must put together questions to be asked during the interview. The questions should be directed at the applicant's ability to fulfil the key duties and responsibilities as outlined in the position description, as well as their ability to adapt to the MSA culture.
- The interview must take place in a private and quiet space. The interview should occur in a 'round table' set up.
- Prior to commencing the interview questions, outline the process to the applicant and ensure that they are comfortable.
- Ensure that each panellist has an interview form and keeps a written record of each interview.
- At the close of the interview, provide the applicant with an opportunity to ask any questions that they may have about the role.
- The privacy of the applicants must be respected at all times. Applications should be kept in a confidential file for a period of twelve months, after which they should be destroyed.
- The recruitment documents relating to the selected candidate must be kept on the employees' personnel file.

Making the recruitment decision

- MSA is an equal opportunity workplace. **All decisions regarding recruitment must be based solely on an applicant's skills and ability to perform the inherent requirements of the role. No judgments are to be made that would breach MSA's equal opportunity and anti-discrimination obligations.**
- Reference checks must be conducted. Use the MSA reference check form to guide you in conducting reference checks.
- Where you are recruiting casual staff for the MSA hospitality services, preference is to be given to Monash University students, providing they are appropriately skilled to carry out the role requirements. Preference is also to be given to students who are members of MSA.