



STAFF RECRUITMENT POLICY

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Adopted:
Amended:
Version: 01

Purpose

The Staff Recruitment Policy has been established to ensure South West Arts Inc has the opportunity to attract the best available staff / volunteers for all vacant positions. This policy relates to employment of staff other than the Executive Officer.

Policy

South West Arts Inc is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognize the importance of employing the most suitable applicant for all vacant positions.

South West Arts Inc will ensure it has the best opportunity to attract the best available staff by broadly advertising all vacant remunerated positions and volunteer vacancies.

South West Arts Inc will also internally advertise all vacant positions to current staff and volunteers to encourage career advancement, promote local opportunities and increase participation.

Procedures

All permanent remunerated positions will be advertised through relevant networks, on relevant websites, through local employment services and in at least one local newspaper. Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by the Executive Officer and, if the cost exceeds the allocated budget, by the Board.

All applications regarding the position is to be marked 'Confidential' and posted to the Executive Officer.

Basic records of the recruitment process are to be maintained. Records should include information about position descriptions sent, applications received (including applicants names, addresses and contact numbers), a list of applicants short-listed and a record that applicants have been notified of outcomes.

Letters of acknowledgement will be posted to all written applications prior to short-listing of final suitable applicants.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview will be sent a written rejection letter.

The short-listing and interview process will be conducted by a panel which will include the Executive Officer. If an applicant is a family member or friend of staff, then the panel will be selected accordingly to protect the process and declaration of interest.

At the conclusion of the recruitment process, all applications will be filed for one year in the Staff Recruitment File in the South West Arts Inc office.