

<b>The Junction Club House Cairns Ltd</b>		
<b>Policy: Recruitment, Selection, Induction and Probation</b>		
Policy number: JQS.P6.2 v2		Date adopted: 30/11/2021
Authorised by: The Board		
Date last reviewed: 24/02/2022	Reviewed by: Quality Review Panel	Date of next review: 24/02/2024
<b>Related documents:</b>		
<b>Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction</b>		
Other standards	<ul style="list-style-type: none"> <li>• National Mental Health Standards</li> <li>• The International Standards for Clubhouse programs</li> <li>• NDIS Practice Standards</li> </ul>	
Legislation or other requirements	<ul style="list-style-type: none"> <li>• Work Health &amp; Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> </ul>	
<b>Definitions</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	

## 1. Purpose

The purpose of this policy is to provide the Junction with a robust and professional approach to recruitment, selection, induction and probation that helps us to attract and appoint

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individual with the necessary skills and attributes to fulfil our aims and support our organizational goals.

## **2. Scope**

This policy applies to all board members, employees and members who are involved in the recruitment, selection, induction and probation of employees and volunteers.

## **3. Policy statement – Our commitment**

The Junction is committed to ensuring all appointments are made within the principle of merit (while considering the principles of affirmative action) ensuring compliance with relevant Federal & State Legislation and adherence to this policy and related processes. We commit to supporting employees through an induction process to successfully complete their probationary period.

## **4. Procedures**

### **4.1. Employees**

The Junction recruits potential employees via the following methods:

- Internal
- External

#### **4.1.1 Recruitment**

1. Create a position description (PD), if none exists, or review the current PD for the job covering key activities, tasks, skills required, expectations, deliverables, and safety considerations. When advertising, avoid discriminatory language e.g. Young person. Target only the specific requirements of the job e.g., Must have Microsoft Office skills.
2. State in the advertisement that if the applicant is successful, they are required to present or undergo a National Police check and a Criminal history screening prescribed notice (yellow card)
3. The recruitment process may include some or all of these; an application form, interviews, practical testing, reference checks, right to work in Australia checks etc. The Junction does not countenance any possible discriminatory requests for information, for example *Do you plan to have a family soon?*
4. The Director will set up the interview panel, interview times and brief other employees, volunteers and members of the dates and times to ensure privacy and confidentiality of the candidates.
5. The Director will ensure relevant documentation of the process.

#### **4.1.2 Selection**

1. Assess that the personal qualities, skills, abilities, knowledge, qualifications and cultural competence of the most suitable applicant meets and rates the highest score

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- based on the selection criteria and results of the interview and reference checks. The selection panel will consist of the Director and 2 Members of The Junction
2. Conduct the interviews and record each result on the Record of Interview form relevant to the position being interviewed for.
  3. Conduct at least two reference checks verbal, to confirm previous employment, qualifications, and suitability of candidates for the role – *refer Reference Check form (JQS.F1.4)*
  4. Once the selection process is finalized, and the successful applicant has accepted the position, write and send a Letter of Employment Offer to formalize the appointment.
  5. Advise via phone unsuccessful applicants who were interviewed; advise via letter those that were not interviewed
  6. Prepare for the successful applicant's commencement using the *Induction checklist form. (JQS.F1.5v3)*

### **4.1.3 Induction**

Prepare an *Induction Checklist form (JQS.F1.5v3)* for each new employee.

Check in regularly with the employee to ensure they are settling into their new role. Set times for formal feedback and to ensure the induction checklist is being actioned and when finalized is signed off by the employee.

### **Note: NDIS Requirements for all workers at The Junction**

All workers of registered NDIS providers should complete all legislative requirements by NDIS.

### **4.1.4 Probation**

The 6-month probationary period is a time for both the employee and The Junction to assess suitability, fit and competency within a role. During this period, The Junction commits to regular reviews of the new employee's performance and if the reviews are successful, at the end of the probationary period ongoing permanent employment will be confirmed.

If the reviews indicate performance issues, these will be notified to the employee as they arise following the Performance Management and Improvement policy.

During the probation period the Director or nominated delegate will:

1. Use outlook diary system to track and monitor probationary periods
2. Give informal and formal appraisal during the probation period, and
  - i) Give the formal appraisal at least 2 weeks before the end of probation
  - ii) At the end of the probation period, if successful, advise the employee of the result verbally. If unsuccessful write a letter and arrange to meet with the employee.

## 4.2 Volunteer Recruitment

Volunteers give their time and energy freely to The Junction for the benefit of our members. We have a responsibility to volunteers and members to manage this relationship well, and to base this on an understanding of why we need volunteers and what they want to gain from the experience of volunteering with us.

Members also enjoy volunteering with The Junction and any volunteer positions will be promoted to members in the first instance.

The Director is responsible for the implementation of this policy and will:

- Review the job role and be responsible for the update or preparation of the job description. The job description will reflect the tasks and responsibilities of the role
- Promote the volunteer position to members first, then to networks as necessary and applicable
- Potential volunteer applicants will be sent via email the *volunteer application* and job description. It should also be stated in the email that if the applicant is successful, they will be required to undergo a police check resulting in a National Police Certificate and a Criminal history screening prescribed notice (yellow card) prior to commencing their role
- Conduct at least two reference checks where possible, preferably verbal, to confirm previous employment, qualifications, and suitability of volunteer for the role.

### Volunteer Induction

- The Director or nominated delegate will arrange and conduct an induction using the *Induction Checklist – Volunteers (JQS.F1.65 v1)* to assist with the process
- Prepare for the arrival of the new volunteer ensuring that all the relevant paperwork and their workstation is ready
- Schedule regular times for feedback sessions to see how the new volunteer is settling until settled
- Ensure the *Induction Checklist – Volunteers (JQS.F1.65 v1)* is signed off upon completion of the process.

## 4.2 Exiting a Volunteer

Some volunteers may be working on a time-limited project and will leave The Junction when the project is completed. Some may simply decide they no longer wish to volunteer. In this case, they can let the Director know, who will plan for their exit.

If a volunteer has breached a policy or has performance issues, the Director will enact the Performance Management and Improvement policy. The *Disciplinary Action form (JQS.F1.53 v1)* may be used to address this issue.

## 5. Review processes

Policy review frequency: Bi-Annually (2years)	Responsibility for review: The Quality Review Panel
Review process: Director of Operations as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and Communication: All policy decisions will be documented and communicated through the Quality System Review Panel observing the Document control HTTL. Note: add version number after review.	