



Neighbourhood Houses Tasmania Inc

## Staff Hiring Process

Your goal is to hire employees who will be productive and add value to the House's activities. Here's a summary of the key steps required to achieve this goal.

Step	How to do it
<b>Prepare a Position Description</b>	<ul style="list-style-type: none"><li>• Define the job responsibilities.</li><li>• List the duties, tasks and activities to be performed. Wherever possible, make them measurable.</li><li>• Determine the level of competency required.</li><li>• Identify the essential (minimum), as well as the desired, requirements you are seeking in applicants.</li><li>• Prepare a list of selection criteria. This is a list of the key criteria which applicants must address in their formal application. The same criteria will be used to determine the best applicant for the job.</li><li>• Research the wages and conditions of employment applicable.</li></ul>
<b>Choose how you will attract applications</b>	<ul style="list-style-type: none"><li>• Compile your job advertisement, taking care to avoid any suggestion of discrimination.</li><li>• Arrange placement of advertisement in media suited to the type of job and your budget. Options include online job sites, newspapers, your website, employment agencies, community bulletin boards etc.</li></ul>

Step	How to do it
<p><b>Prepare to interview job applicants</b></p>	<ul style="list-style-type: none"> <li>• Prepare a shortlist – keep in mind your selection criteria.</li> <li>• Choose a suitable venue for the interviews that offers privacy.</li> <li>• Prepare a list of questions you intend to ask – relate to Position Description and selection criteria.</li> <li>• Schedule the interviews – allocate sufficient time to each applicant and inform applicants of anything they need to bring to the interview.</li> </ul>
<p><b>Conduct interviews</b></p>	<ul style="list-style-type: none"> <li>• Introduce yourself and other interview panel members.</li> <li>• Pose broad questions at start to help applicant relax and feel comfortable with you.</li> <li>• Ask your series of questions.</li> <li>• Let the applicant do most of the talking.</li> <li>• Outline the terms and conditions of employment you are offering, including rate of pay, working hours etc.</li> <li>• Ask for referees to be nominated.</li> <li>• Give applicants opportunity to ask questions.</li> <li>• Close interview by indicating when decision will be made.</li> </ul>
<p><b>Appoint successful applicant</b></p>	<ul style="list-style-type: none"> <li>• Check with referees.</li> <li>• Make choice of successful applicant by listing reasons for your selection on paper and matching against selection criteria.</li> <li>• Notify all applicants.</li> <li>• Issue letter of appointment covering start date, award or agreement under which the person will be employed, probationary period if applicable, leave arrangements, hours of work, pay rates etc.</li> </ul>