



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
Prepare a Position Description	<ul style="list-style-type: none">• Define the job responsibilities.• List the duties, tasks and activities to be performed. Wherever possible, make them measurable.• Determine the level of competency required.• Identify the essential (minimum), as well as the desired, requirements you are seeking in applicants.• 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.• Research the wages and conditions of employment applicable.
Choose how you will attract applications	<ul style="list-style-type: none">• Compile your job advertisement, taking care to avoid any suggestion of discrimination.• 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.

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