



## **IEU SELECTION POLICY AND PROCEDURES**

### **RATIONALE**

The increasing demand by members for fair and equitable selection procedures for classroom and promotion positions has resulted in the development of this policy by the Independent Education Union (IEU).

The IEU recognises the importance of a consistent, coherent and equitable approach to the selection process that contributes to the professional development of applicants.

As a result of coverage by the Affirmative Action (Equal Employment Opportunity for Women) Act 1986, members will be involved in the analysis of personnel policies and practices. This policy will provide the benchmark for this analysis.

### **POLICY**

The selection process ensures:

- There is adherence to the principle of equal employment opportunity, that is, the person best able to do a given job is offered that job
- Equal consideration for employment opportunities be given without recourse to traditional judgements about career expectations and life patterns.
- Consideration be given to all aspects of a person's capability including all relevant life experiences.
- Equal encouragement be given to pursue careers and to participate in programs of personal and professional development.

### **PROCEDURES**

To comply with the above policy, the following procedures require implementations:

#### Advertisement

All vacancies must be advertised.

IEU recognises the right of employers to set requirements for employment.

These requirements are to be clearly stated in the advertisement:

Requirements include:

- position
- school
- brief job description
- salary range
- contact person, phone and/or address
- time frame for response
- form of response e.g. curriculum vitae or application form.

### Application Form

This form needs to:

- Be fair and non discriminatory
- Seek information that is relevant to the assessment of the applicants' skills and ability to fulfil the tasks and responsibilities of the advertised position
- State whether a curriculum vitae needs to be attached
- Leave space and invite applicants to supply details of other relevant training and experience in support of their application

Application forms should not ask for information concerning the applicant's personal life or details that are irrelevant to the position.

### Interview

The interview should:

- Validate information provided by the applicant
- Obtain additional job related information
- Be non discriminatory
- Be limited to questions that are relevant to the position advertised and are non discriminatory
- Follow the same structure for all applicants

### Process

For the interview process to be non discriminatory:

- Interview panels must be established
- The panel must have at least one woman member
- Panels must reflect the gender balance of the employees in the workplace

- The panel should short list applicants based on the requirements of the position
- All applicants not short listed should be informed in writing as soon as possible
- Interviews to be scheduled at a mutually convenient time
- Information concerning the composition of the panel be available on request
- Interviewers are to be trained in interview procedure and questioning techniques that are fair and non discriminatory
- The use of electronic recording equipment is by agreement
- Candidates should be told when to expect the decision of the panel
- Applicants should be notified prior to interview if additional information is required

### Post Interview

Following the interview:

- Unsuccessful shortlisted candidates should be informed no later than seven working days following the completion of the interview process
- Unsuccessful shortlisted candidates be given the opportunity to speak to the Chair of the panel about the decision