

RECRUITMENT AND SELECTION GUIDELINES

Calvary Health Care ACT

The Applicant's Toolkit

Application Package

Calvary Health Care ACT (Calvary) seeks to recruit enthusiastic, responsible, committed and qualified staff to fill vacancies.

The following information and advice is to assist you in the preparation of your application.

LODGING YOUR APPLICATION

There are three ways to submit your application.

1. Use the online application icon
2. Via the post to:

Recruitment Officer
Calvary Health Care
HR PO Box 254 Jamison
ACT 2614

- 3 Hand Delivery to:

HR Reception (Marked to the Recruitment Officer)
O'Shannassy Building,
The Calvary Hospital
Mary Potter Circuit Bruce, ACT

Late applications

We are not obliged to accept late applications. However, if you are not able to lodge a full application by the closing date, you should discuss your circumstances with the Contact Officer and an extension may be granted.

Questions about the position or process

The nominated Contact Officer is available at any time to answer questions about the position or the progress of your application.

Availability for interview

As an applicant, you will be considered available for interview from the date applications close, unless you advise otherwise.

PLEASE NOTE:

If you wish to withdraw your application at any stage you must inform either the Contact Officer or Recruitment in writing at recruitment@calvary-act.com.au

ADVICE TO APPLICANTS

- A separate application should be submitted for each position.
- Applications will not be acknowledged on receipt.
- Unsuccessful applicants will be notified verbally or in writing of the outcome of the selection process once it is finalised.
- A selection committee may determine an applicant's suitability for an advertised vacancy from their application and referee reports only.
- The Selection Advisory Committee may choose to appoint from applications and referees. Interviews may not be held in some circumstances.

Before preparing your application

Please read the duty statement and selection criteria carefully. The duty statement describes the tasks and functions of the position. The selection criteria lists the qualifications, abilities and experience that the Selection Committee will be seeking in the successful applicant/s. Further information about Calvary is available on the Calvary Website: www.calvary-act.com.au

Presentation

Applications should be typed or neatly handwritten. It is very important that your name, address and telephone and other contact details are clearly stated on your application.

Your application

It is suggested that your application consist of four parts:

1. The online application form.
2. **Resume or Curriculum Vitae** – should contain all your personal particulars and employment history.
3. **Supporting Statement (addressing the Selection Criteria)** – this is the most important part of your application. You should use each of the selection criteria as a heading and under each heading explain how your experience, skills and qualifications/training enable you to meet this criterion.

Many applicants are not selected for an interview because their application does not convince the Selection Committee that they have the skills to meet the requirements of the selection Criteria.

Remember:

- Resolve any queries you have about the position before submitting your application;
- Don't assume the panel and delegate know everything relevant about you, and;
- Focus on the content (getting your message across) and not the packaging (plastic folders etc are not necessary)

4. **Referees** – Applicants must supply the names and contact details of two referees. Alternatively, an applicant can choose to include a maximum of two written referees' reports using the documentation provided.

Please note that if the advertisement states that selection is likely to or will be made on application and referees report only, it is particularly important (but not mandatory) to provide at least one (preferably two) written referees reports with your application.

All referees should be advised of the likelihood of being called upon by the SAC for further clarification of their written or oral report

As an applicant, you should be made aware by the Selection Committee of any adverse comments provided in both oral and written referee reports submitted about you.

Your immediate supervisor should be one of your referees. If this is not appropriate or possible for any reason, you should raise this matter initially with the Contact Officer.

OCCUPATIONAL HEALTH AND SAFETY IN CALVARY

Calvary is committed to Occupational Health and Safety in the workplace. Occupational Health and Safety (OHS) is about promoting a safe and healthy working environment for all staff and eliminating death, disease and injury in the workplace.

Relevant Legislation (For Public Hospital)

- *Occupational Health and Safety Act 1989* (OHS Act)
- *Public Sector Management Act and Standards 1994*

Useful websites with further information:

www.psm.act.gov.au/workplace.htm

www.workcover.act.gov.au

EQUITY AND DIVERSITY IN CALVARY

Calvary is committed to equity and diversity in the workplace. Equity is about a fair go for all. Diversity is about recognising and embracing differences. Applied together they provide a holistic approach to management and leadership aimed at creating an inclusive workplace environment that uses and values the talents, abilities and contributions of all people.

Relevant Legislation (For Public Hospital)

- *ACT Discrimination Act 1991*
- *Public Sector Management Act and Standards 1994*

Useful websites with further information:

<http://www.psm.act.gov.au/publications.htm#frame>

www.hro.act.gov.au/hr1.htm

INDUSTRIAL DEMOCRACY IN CALVARY

Calvary is committed to Industrial Democracy in the workplace. Industrial Democracy is about staff having the opportunity to influence decisions affecting their work, their working environment and processes. It is about establishing a climate for problem solving and decision making through open communication, access to information and collaborative strategies.

The Selection Process

The selection process normally involves:

- Consideration of applications, known as shortlisting;
- Consideration of referee reports; and
- Interview (in most instances).

The Selection Advisory Committee

The Selection Advisory Committee (SAC), the interview panel, is responsible for assessing the suitability of applicants for a position, making the selection recommendation, and ensuring that the process is fair, equitable and without bias or prejudice. The SAC will usually consist of a minimum of two people, one from the area where the position is located, and one independent from that area. The composition of the SAC should be representative of EEO groups.

Once your application is received, the SAC commences a process of comparing information submitted by each applicant against each of the selection criteria. This process is referred to as *shortlisting*. Only those applicants who demonstrate the strongest claims against the selection criteria will be shortlisted. Once the SAC has completed the shortlisting process, they will determine, on the basis of the position and range of applicants, whether interviews will be held. In some instances you may be assessed on your application and referee comments only and interviews may not be conducted. Where the SAC determines that interviews are required, shortlisted applicants will be notified, usually by phone, of the interview time and location. If you are selected for an interview, you should indicate if you require any special arrangements on the day, such as assistance with building access. Phone interviews, if necessary, may be arranged for interstate applicants.

The Interview Process

What to bring to your interview

It is advisable to bring a copy of the selection criteria and your application to the interview. Unless specifically requested by the SAC, it is not necessary to bring any additional information to your interview. Occasionally you may be asked to bring written references. If you choose to, you may want to bring samples of your work or

any other documentation you think provides evidence of your achievement or is relevant to the position. If you have updated your resume recently, you may also want to provide the SAC with the revised version.

Preparation

Here are some hints for preparing yourself for interview:

- You should arrive for your interview prepared and on time.
- Familiarise yourself with the job specifications. It may also be beneficial to attempt to anticipate some of the interview questions by looking over the selection criteria.
- Read over your application and be aware of what you have said about yourself as you may be asked questions based on your resume or covering letter.
- Familiarise yourself with Calvary by looking at the website.
- Go over your thoughts on why you want the job and what you think makes you the most suitable person for it.
- When you answer the questions, do not rush, and be open, truthful, and clear. If you do not understand anything during your interview, do not be afraid to seek clarification on what you are being asked.
- Prepare some questions that you would like to ask the SAC.

How you will be assessed at interview

At the interview the SAC will ask you a series of questions based on the selection criteria, and accordingly make an assessment of your suitability for the position on the basis of your capacity to meet the selection criteria. This means that the most important aspect of the interview will be your familiarity with the selection criteria, and how you intend to demonstrate that you meet them. The SAC may not rely solely on examples from your work experience but may take into consideration examples from your general life experience, volunteer work, or any other relevant areas of your experience.

Decision by the SAC

Once the SAC has completed the selection process that is subsequent to the review of applications, referee comments and/or interview the SAC is required to compile an order of merit of applicants, by ranking the most meritorious applicant at number one. The order of merit is provided to the Delegate, the legally responsible officer, who has to be satisfied that the selection process was conducted in accordance with the principle of merit. The Delegate is required to make the final decision for approval of the selection process.

Timeframes

The timeframe for the selection process will depend on the size of the field of applicants and may take several weeks to complete. The selection process should ideally be completed and positions filled as soon as practicable after advertising.

Advice on the outcome of the selection process

Once the selection process is completed, i.e. the Delegate has approved the process; all shortlisted applicants will be notified.

The SAC will notify all unsuccessful applicants in writing, including those who were not shortlisted for interview.

If you are a successful applicant the SAC will notify you by phone. External applicants, i.e. applicants who are not already employees of the ACTPS, will receive a letter of offer, providing details of the position, including the location, classification and position number, your salary, and the procedure for accepting the offer. If you are being offered appointment, there will be an acceptance slip with your letter of offer, which you should sign and return to the Recruitment Officer, should you choose to accept the position.

Feedback on interview performance

The SAC is available to provide feedback to all applicants. If requested, the SAC will provide you with written feedback.

Pre-employment checks

Your commencement in the position will be subject to pre-employment checks. With your confirmation of acceptance you will receive details of the required pre-employment checks as follows:

- **Fit and proper person assessment:** Every person appointed permanently, (with the exception of Commonwealth employees accepting a deemed transfer or deemed promotion to the position), or employed on a fixed term basis to the ACTPS must undergo a medical examination. ***Important: Please give at least 48 hours notice if you are unable to attend the medical appointment, otherwise a cancellation fee applies.***
- **Police Records Check:** This is arranged as a matter of course for applicants for appointment and fixed term employment, even where the applicant discloses no criminal conviction.
- **Verification of qualifications:** You will need to verify your educational qualifications. This means that, for example, if you have a degree, you will need to provide a certified copy of your academic transcript.
- **Verification of Australian Citizenship or permanent residency status:** You will need to provide proof of your citizenship or residency status, such as your birth certificate or passport.
- **Verification of identity and age:** You will be required to show the Recruitment Officer an original or certified copy of a document verifying your identity and age, eg. A birth certificate, marriage certificate, change of name by Deed Poll, etc.

All pre-employment checks should be completed prior to commencement of employment in Calvary. Where checks are not completed, engagement with Calvary will be subject to the satisfactory completion of these checks.

Having accepted a position with Calvary, you will receive a written confirmation of acceptance, and your Australian Government Staff (AGS) number. This number will be used to identify you for salary payment and superannuation contributions

throughout your public service employment. If you are already an employee of the Australian Public Service you will already have an AGS number. In most cases, you will retain this number as an ACTPS employee.

All documentation provided/cited for pre-employment checks must be either originals or certified copies of the originals. All information relating to your pre-employment checks will be treated with confidentiality.

Recognition of Prior Service (Public Hospital Only)

If you have been employed previously with the ACTPS, the APS or any other government agency, you may be able to have that service recognised for the purposes of long service and sick leave. You should indicate this to the Recruitment Officer when you accept the position.

Need more information?

Further information about Calvary's recruitment process can be obtained from the Recruitment Officer, ph (02) 62016128.

Checklist – Prior to submitting your application

Have you:

- Ensured your eligibility to apply for the position.
- Included a covering letter detailing:
 - the title and position number of the position you are applying for
 - a brief summary of your suitability for the position.
- Provided a written statement of your claims against the selection criteria.
- Supplied a current copy of your resume/curriculum vitae, including a statement of your employment history.
- Supplied a phone number on which you can be contacted during business hours.
- If submitting electronically, ensured that your application is attached to the e-mail.
- Provided names and contact numbers of at least two referees (written referee reports need only be provided if specifically requested).
- Ensured that your referees are fully aware that you have supplied their details to Calvary and that they may be required to comment on your performance in relation to the selection criteria.