

Recruitment and Selection checklist

March 2023

Pre-interview	Initials	Date
Planning – timetable decided: All job specification and description and other documents to be provided to applicants contain safeguarding messages, are reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised – (where appropriate) advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be Criminal/Police/Working With Children checked.		
Applications on receipt – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting.		
Interview Panel – should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlist prepared and interview	Initials	Date
References – Seeking – must be sought directly from referee of shortlisted candidates; ask recommended specific questions; including request for any information about previous substantiated safeguarding allegations.		
Reference – on receipt checked against information on application; scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible).		
Invitation to interview – includes all relevant information and instructions.		
Interview arrangements – at least 3 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards. Panel members are aware of safeguarding criteria areas		
Interview – explores applicant’s suitability for work with children as well as suitability for the requirements of the post.		
Note – Identity and qualifications of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and places on file.		
Conditional offer of appointment – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and consideration of a probationary period.		
References - receive and check (If not obtained and scrutinised previously) any issues are clarified with referee and/or candidate ideally prior to appointment, but at least before start date.		
Identity & Qualifications (If that could not be verified at interview)		
Evidence of right to work in Australia -International criminal checks undertaken if required.		

	Initials	Date
Police and WWC Checks – Apply for relevant checks. The recruiting manager should make a note of the date it was seen by them and any information necessary for the staff file. It is important to record any relevant information disclosed on the checks and who obtained this information.		
Health – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.		
Contract -Signed and states Probation period and termination if in breach of code of conduct/safeguarding policy.		
Appointment and probationary period	Initials	Date
Induction – include the following: <ul style="list-style-type: none"> - Appropriate level of safeguarding and child protection training - Work Health & Safety/OH&S in the workplace - Setting emergency evacuation procedures - Safe working practice - Whistleblowing - Code of conduct - Mandatory Training - Regular supervision sessions <i>Induction guides are available online.</i>		

