

Recruitment, Selection and Appointment Standard

Outcome

The most suitable and available people are selected and appointed.

The Standard

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment if:

- A proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- The process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Decisions are transparent and capable of review.

RECRUITMENT, SELECTION AND APPOINTMENT STANDARD EXPLANATORY NOTES

The Explanatory Notes are a guide and are not part of the Recruitment, Selection and Appointment Standard.

Application

The Standard applies to all recruitment, selection and appointment transactions in the public sector, including entry-level and contracts of service.

The Standard does not apply to the filling of a vacant job by transfer, redeployment, secondment or temporary deployment (acting).

Work-Related Requirements of the Job

The work-related requirements are often referred to as selection criteria. Whatever they are called, the Standard does not limit the number or type. Preferably, they should be kept to a minimum, be relevant and avoid jargon. The aim is to increase the quality and range of applicants according to the employing authority's business needs.

Diversity

The outcome sought is a workforce able to deliver appropriate services to diverse customers. Employing authorities are encouraged to use recruitment approaches that achieve this.

Advertising

The Standard requires an open and competitive selection process. The purpose of advertising is to encourage the most appropriate people to apply. It should not be used to discourage potentially suitable candidates.

The Standard does not impose restrictions about where and how positions are advertised. Decisions about advertising must be transparent and capable of being judged reasonable.

Selection Methods

Employing authorities can use a variety of selection methods provided they comply with the Standard.

The selection techniques used depend upon the work-related requirements and the range of applicants.

Shortlisting

The Standard does not require applicants to include in their application specific headings for each of the work-related requirements of the job. Applicants need to provide sufficient information for the employing authority to easily assess their suitability.

Confidentiality

Information produced during the recruitment, selection and appointment process is kept in trust and divulged only to those with a need to know, with due regard to the requirements of the *Freedom of Information Act 1992*.

Review

Long descriptions or verbatim transcripts of a process are not necessary, provided an independent person can follow what took place.

Public Sector Management (Breaches of Public Sector Standards Regulations) 2005

Once a reviewable selection decision is made, the Regulations require employing authorities to notify unsuccessful applicants that they may make a breach of Standard claim, and how that claim may be made. Claims cannot be lodged for vacancies of less than six months, unless the vacancy was advertised on the basis that it could be extended, or the person appointed could later become a permanent officer.

Once a breach claim has been lodged against the Recruitment, Selection and Appointment Standard, an **appointment to a position cannot be made unless:**

- That vacancy relates to selecting a person to form part of an appointment pool and the **conditions for being able to appoint from a pool have been met;** or
- Until the claim is finalised in accordance with the regulations.

Refer to the OPSSC website for the Agency Guide, Claimant's Guides and the link to the Regulations at www.opssc.wa.gov.au

Obligations

The Standard does not override specific requirements applicable to the recruitment, selection and appointment process in the public sector, which may include:

- Clearance requirements of the *Public Sector Management (Redeployment and Redundancy) Regulations 1994*.
- Approved procedures under the *Public Sector Management Act 1994*.
- Record retention eg as specified by the State Records Office in the General Disposal Authority for Human Resource Management Records see www.sro.wa.gov.au
- Section 64(4) of the *Public Sector Management Act 1994*.