

## Recruitment and selection process for Public Service hiring managers

This quick guide is to support hiring managers in undertaking the recruitment and selection process for an ongoing or fixed term position. For further information, contact [vps.hr.services@edumail.vic.gov.au](mailto:vps.hr.services@edumail.vic.gov.au) or your [Corporate People Services consultant](#).

Action	Forms and templates	Supporting materials
<b>Recruitment</b>		
<p><b>I want to recruit for a position – where do I start?</b></p> <ul style="list-style-type: none"> <li>✓ I have confirmed the position exists within the HR establishment baseline (i.e. there is an existing position reference number for the position)</li> <li>✓ I have read Recruitment and Selection in the Public Service</li> <li>✓ I have developed a position description and submitted to Corporate People Services for approval</li> <li>✓ I have submitted a Request for Staffing Action form with the approved position description attached</li> <li>✓ I have established a selection panel of at least three people (one who acts as chairperson) with gender representation and at least one MPB trained person</li> </ul>	<p><a href="#">Request for staffing action form</a>  <a href="#">VPS capability based position description tool</a> (the PD tool)  <a href="#">Allied health and nurses position description</a></p>	<p><a href="#">HRWeb: Recruitment in the Public Service Recruitment and Selection in the Public Service (guide)</a>  <a href="#">HR support for VPS managers</a>  <a href="#">VPSC best practice tool kit</a>  <a href="#">HR establishment</a>  <a href="#">Merit Protection Board website</a></p>
<b>Selection</b>		
<p><b>How are applicants shortlisted?</b></p> <ul style="list-style-type: none"> <li>✓ The selection panel has met to reach an understanding of the selection criteria and agree a process for selection</li> <li>✓ I have read about managing surplus employees (redeployees) if any applicants have identified as surplus</li> <li>✓ The selection panel has identified applicants suitable to progress to interview</li> <li>✓ I have recorded applicants not shortlisted, with reasons, on the selection panel report</li> </ul>	<p><a href="#">Selection panel report</a></p>	<p><a href="#">HRWeb: Managing surplus employees</a>  <a href="#">HRWeb: Managing conflicts of interest</a></p>
<p><b>What is involved at the interview stage?</b></p> <ul style="list-style-type: none"> <li>✓ I have arranged interviews for short listed applicants</li> <li>✓ The selection panel has agreed interview questions and determined who will ask which questions</li> </ul>	<p><a href="#">Interview guide</a></p>	<p>Sample interview questions (<i>coming soon</i>)</p>
<p><b>What is involved at the referee check stage?</b></p> <ul style="list-style-type: none"> <li>✓ Referee checks have been completed</li> <li>✓ I have assessed qualifications and/or registrations (if relevant to the position)</li> <li>✓ The selection panel has agreed on the applicant most suitable for the role</li> <li>✓ I have completed and submitted the selection panel report which has been approved by the delegate and offered the recommended applicant the position</li> <li>✓ I have read about notification to applicants and provisional appointments</li> </ul>	<p><a href="#">Referee check template</a>  <a href="#">Selection panel report</a></p>	<p>Notification to applicants (<a href="#">Recruitment and selection in the Public Service</a> page 17)</p>
<b>Appointment</b>		
<p><b>How is the successful applicant appointed?</b></p> <ul style="list-style-type: none"> <li>✓ I have discussed terms of employment with the successful applicant</li> <li>✓ I have completed the Public Service Appointment and Salary Authority form and submitted to Corporate People Services (to generate letter of offer)</li> </ul>	<p><a href="#">Appointment and salary authority form</a></p>	<p><a href="#">Unsuccessful applicant feedback guide</a></p>
<b>On-boarding</b>		
<p><b>How should I prepare for my new starter's first day?</b></p> <ul style="list-style-type: none"> <li>✓ I have advised my new starter when and what time to start</li> <li>✓ I have completed a Network Connection Request and Security Access Card application</li> <li>✓ I have discussed probation with my new staff member (if applicable)</li> <li>✓ I have taken a look at the guidance for a manager of a new employee</li> <li>✓ I have shown my new starter where to find induction information and register for orientation</li> </ul>	<p><a href="#">Network Connection Request</a>  <a href="#">Security Access Card Application</a></p>	<p><a href="#">HRWeb: Probation guidelines</a>  <a href="#">On-boarding: Manager of a new employee</a>  <a href="#">HRWeb: Induction and orientation</a>  <a href="#">Welcome to DET</a></p>