

## SELECTON CHAIRPERSON RESPONSIBILITIES

- Complete Request to Staff and Advertise Form (or equivalent)
- Prepare advertising notice/s
- Prepare selection documentation
- Construct selection panel
- Answer enquiries from prospective applicants, or organise a suitable contact officer
- Arrange shortlisting session with other SAC members
- Return shortlist to the Delegate for approval
- Organise interview methodology / questions and gain approval from the Delegate
- Arrange location for interviews
- Arrange interviews with applicants
- Arrange meeting of applicants on the interview day
- Arrange reference checks
- Arrange for the Selection Report to be completed
- Arrange for Delegate approval of selection report
- Forward all documentation to HR for action
- Co-ordinate commencement & induction of successful candidate
- Provide feedback to unsuccessful applicants

## SAC MEMBER RESPONSIBILITIES

- Conduct shortlisting
- Assist in the development of interview questions
- Participate in the interview
- Review referee comments
- Review and sign off on the Selection Report
- Other activities as delegated by the chairperson / delegate (eg acting as the contact officer, completing reference checks, providing feedback to unsuccessful applicants).

## DELEGATE RESPONSIBILITIES

- Approve the position being staffed
- Approve the selection advisory committee (SAC)
- Approve the advertising method / text
- Determine the closing date (if other than 2 weeks)
- Approve the selection methodology
- Approve the shortlist (in some departments)
- Approve the interview questions (in some departments)
- Approve the selection report. It should include:
  - A list of all applicants and a brief explanation against the names of those who were excluded from the shortlist. Making mention of, or attaching the shortlisting summary that was presented previously is sufficient.
  - The assessment method used and include test results, where used.
  - If applicants were assessed in different ways, the reason for the difference must be explained.
  - Explain why an applicant is preferred, having regard to the selection criteria, in a comparative nature.
  - Referee reports.
  - Any SAC disagreements regarding the findings.
  - Where the SAC is recommending an applicant for commencement at a level above the base of the salary range an explanation must be included.

NB: Delegates make the final selection decision, and can either agree with or disagree with the selection report. In coming to a decision, Delegates may seek additional information from the panel. **The delegate is accountable for the final decision and the process used to make the decision.**

In using a delegation, delegates should:

- ✓ Observe legal requirements
- ✓ Establish the facts
- ✓ Avoid the improper use of powers
- ✓ Be prompt, fair and adhere to “natural justice” principles
- ✓ Avoid malice

