

Recruitment and Selection

Policy statement

Goodstart is committed to following best practice, and high standards recruitment practices and selection procedures that are child safe in order to attract suitable applicants and to create an ethical foundation on which consistent recruitment and selection decisions are made whilst complying with relevant legislative requirements.

Achievement of Goodstart's strategic goals and the securing of our mission, vision and guiding principles is dependent on the recruitment and selection of a skilled and committed workforce.

Goodstart recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. Goodstart is committed to ensuring that the recruitment and selection of all new staff members is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Goodstart has robust child safe screening practices to ensure only suitable persons will be employed in positions that have direct contact with children, and all employees who work directly with children will have a current working with children check before commencing work. Selection will then be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to perform the role.

What does this policy apply to?

- ▶ **Candidate Attraction**
- ▶ **Recruitment and Selection**
- ▶ **Employee Onboarding and Induction**

Candidate Attraction

Goodstart attracts candidates through various methods including our Goodstart careers website, our recruitment marketing website, print media, online job boards, careers expos, TAFE and university partnerships, employment agencies and social media as well as collaboration with our founding partners and other not for profit organisations.

A selection of attraction channels is used ensuring that there is sufficient talent from which to make a selection for a specific role or to build our talent community. A recruitment plan for each specific vacancy is devised through consultation between the Talent Acquisition Team and the relevant Hiring Manager.

All candidate attraction strategies must comply with Goodstart's policies and procedures as well as all employment related legislative requirements.

Recruitment and Selection

Goodstart aims to recruit and select suitable employees who are aligned to the organisation's strategic goals and who demonstrate attributes that are consistent with the organisation's values and guiding principles. Goodstart is committed to recruiting and selecting the right person for the right role for the right business outcome. The consistent use of a recruitment framework, tools and guidelines results in enhanced attraction of quality candidates, reduced advertising and consultancy costs, efficient use of resources and effective leverage of the Goodstart brand.

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Goodstart manages its recruitment and selection practices through People Central. People Central enables Goodstart's recruitment and selection process to be streamlined from requisition and candidate attraction, through to managing the recruitment process. This ensures transparency, compliance and auditability of all recruitment processes. Through effective candidate tracking and communications, potential candidates experience a positive and informative first impression of the organisation.

Employee Onboarding and Induction

At Goodstart, we aim to provide all new employees with a transition that is engaging, welcoming, supportive, and informative to help set everyone up for success in new roles. All new employees and volunteers are provided with an orientation to Goodstart via our 'Welcome' induction program. The aim of the Welcome program is for all new employees to have a sense of belonging here at Goodstart.

'Welcome' is Goodstart's planned and structured induction program that is adjusted to each role's requirements by providing information about the organisation, duties, risks, and responsibilities in relation to child safety and wellbeing, sector knowledge and on-the-job-training. Employees are provided with easy access to induction tools and supports provided through the Welcome program section of Goodstart's intranet. For Teachers at Goodstart, our Teacher Professional Program provides an additional induction program specific to the teacher role that compliments their Welcome Program,

In addition to our Welcome program for all employees, Goodstart offer a specific induction for Centre Directors. The Welcome workshop is available to all newly appointed Centre Directors. The workshop topics are designed to support Centre Directors success in their new roles, with sessions being delivered by key Goodstart support functions such as Safety, Quality, Inclusion, Safeguarding Children Responsibilities, Professional Practice, Operations and People Support.

Responsibilities

This policy is to be implemented by: All Staff.

Safeguarding Children Responsibilities

All Goodstarters have a responsibility to champion and model a culture that promotes and protects the safety and wellbeing of children in everything we do. Together we "look, do, tell" and prevent, identify, and respond to child abuse, neglect, and harm.

Definitions

Recruitment:

- Recruitment refers to the process of attracting, screening, selecting, and onboarding a qualified person for a job.

Selection:

- The selection process involves choosing from the pool of available applicants resulting in the appointment of an individual who is most likely to perform successfully in the job.

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Onboarding:

- Onboarding is the process of bringing a new employee to the organisation and providing information, training, mentoring, and coaching throughout the transition.

Related Documents

[Child Safe Standards - Victoria](#) ; [Child Safe Standards - New South Wales](#) ; [National Principles for Child Safe Organisations](#) ; [BM6 Ensuring a Fair Workplace POLICY](#) ; [BM1 Code of Conduct POLICY](#) ; [NQS2 Staff Suitability PROCEDURE](#) ; [BM8 Overseas Recruitment REQUIREMENT](#) ; [BM1 Child-safe behaviour standards REQUIREMENT](#) ; [BM8 Recruitment of New Staff Member PROCEDURE](#)

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