



Education
and Training



EARLY
LEARNING
ASSOCIATION
AUSTRALIA

Presenters:

Katrina Nightingale- *Senior Advisor Member Solutions*

Lynsey Leong- *Member Solutions Advisor/Consultancy*

**Recruitment and
employment drop-in
support session**

Thursday 3 November 2022

Acknowledgement of Country

Before we begin, I would like acknowledge that we are hosting this online presentation from the lands of the Wurundjeri People of the Kulin Nations who are the Traditional Owners and Custodians.

We also acknowledge the Traditional Owners and Custodians of the various lands on which you all work today and the Aboriginal and Torres Strait Islander people participating in this session.

We pay our respects to Elders past, present and emerging and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of Victoria.

Session overview

Advertising the position- internally and/or externally

Interview process

Offer of employment

Orientation process

Probation period

Questions



We regularly receive enquiries on employment, so we thought it would be beneficial to offer this support session. When employing new staff it is important that we get the process correct, especially when providing employment contracts. Today's session will provide a brief overview of the different stages of recruitment and employment, including

- Advertising a position
- Interviewing
- Employment
- Orientation (induction) and
- Probation
- And the opportunity to ask questions

ELAA also has supporting templates for each of the processes in the Early Childhood Management Manual (purchased) and the EMD (Employee Management and Development) resource, section 2- induction and probation (free to access) Section 2 of EMD covers Induction and probation with templates and tools

Advertising the position	
Time	Allow time for recruitment
Appoint	Appoint a recruitment subcommittee
Prepare	Prepare a position description
Advertise	Advertise the position • ANZUK / ELAA job board • DET job board- https://jobs.earlychildhood.education.vic.gov.au/



Allow time for recruitment

- Services need to take into consideration that it may take time to find a suitable employee. The successful applicant may be required to provide notice to their previous employer, which can range from 1 to 4 weeks. It is important to therefore have an alternative plan for relief staff..

Appointing a sub-committee

- A decision needs to be made on who and how many will be involved in the recruitment process. It should consist of committee members and a staff member, if and when appropriate. Services can appoint a person from outside of the committee but with expert knowledge. 3 members in the subcommittee is recommended, as an odd number can assist with decision making.

Prepare a position description

- It is important that a position description is available before advertising. This may include reviewing an existing position description or in some instance developing a new one.

Advertise

- When advertising a position, it should provide a clear indication of the position, specific requirements such as qualifications, WWC/VIT, first aid etc, conditions such as hours, days, permanent/fixed term etc. It is important that there is no breach of equal employment opportunity. With the current workforce challenges, it is important to be

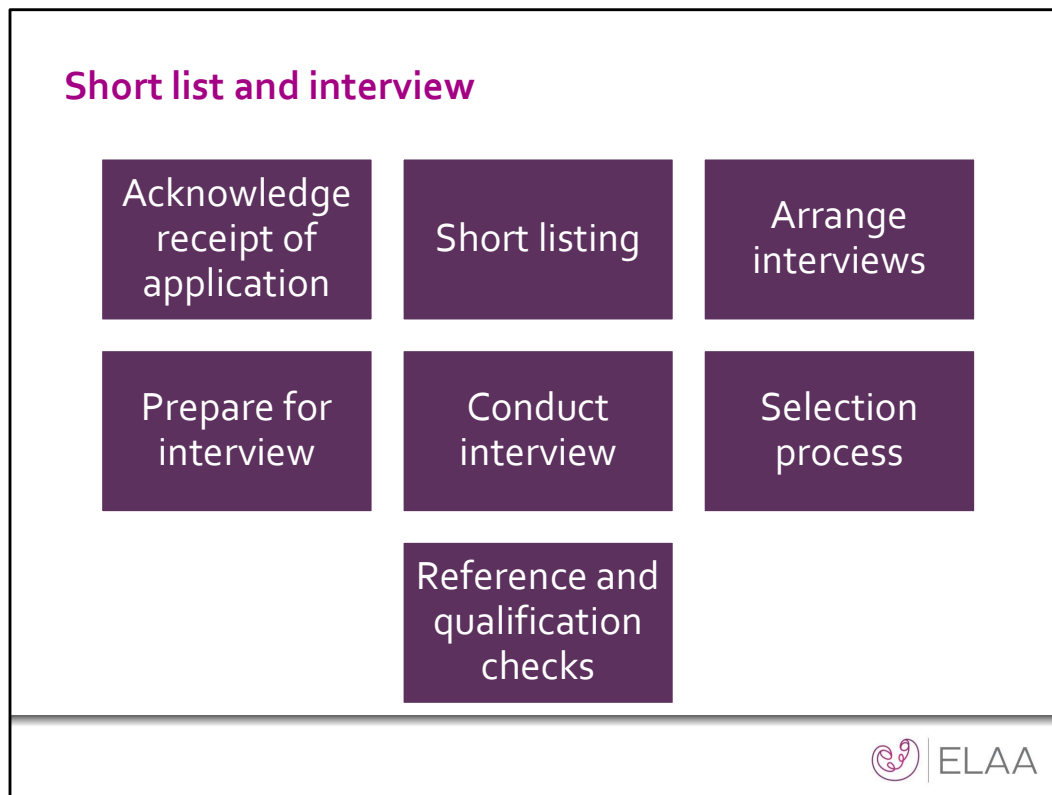
creative, include negotiables if applicable and any above award conditions. Let the applicants know why your service is an employer of choice.

A common questions that we are asked at ELAA is do we need to advertise externally if we have a suitable candidate already. The answer to this question is no, you do not need to advertise. However, our advice is that if a service is not advertising externally, they take steps to advertise internally. The reason for this is based on the perception of fairness and bias.

The service would also want to consider any adverse impact from a workplace morale perspective. For example, what implications may arise if one person was given an opportunity and another was not, or if a position became vacant and a pre-existing employee was interested in applying but not given the opportunity to do so because external advertising took precedence.

For this reason, we recommend (at a minimum) internal communications go out to give existing employees the opportunity to express interest, and then subjecting all candidates to the same recruitment and selection process to ensure fairness.

This is up to the individual service to consider however is something we encourage.



- **Acknowledge receipt of application as soon as received**
- **Short listing** commences when the closing date has passed unless clearly specified in the advert otherwise. The subcommittee will review all application and identify those that meet the selection criteria. Candidates who clearly do not meet the selection criteria can be notified they are unsuccessful
- **Arrange interviews-** this process can vary amongst services. For example, it may include an initial phone screening, followed by the formal interview. There are a few free online programs that can assist with booking interview times for example; Calendly
- **Prepare for interview-** It is important that the interview process is conducted in a professional, fair and unbiased manner. This includes pre-determining interview questions, identifying who will chair the interview and agree on who will be asking which questions and the location of interview.
- **Conduct interview-** Ensure that the location of the interview is free from distractions and is a comfortable and welcoming space. It is important to welcome the candidate and clearly explain the interview process prior to starting, allowing them the opportunity to ask any questions. If appropriate it is a nice icebreaker to give a tour of the service prior to starting the interview. Proceed to ask the questions, seeking further clarification where appropriate. We strongly advise services to embed questions

relating to the child safe standards in their recruitment processes to support the implementation of the standards within your service. You could choose to make these about the standards themselves or frame them in a way that assesses candidate suitability towards complying with the requirements of the child safe standards in day to day operations.

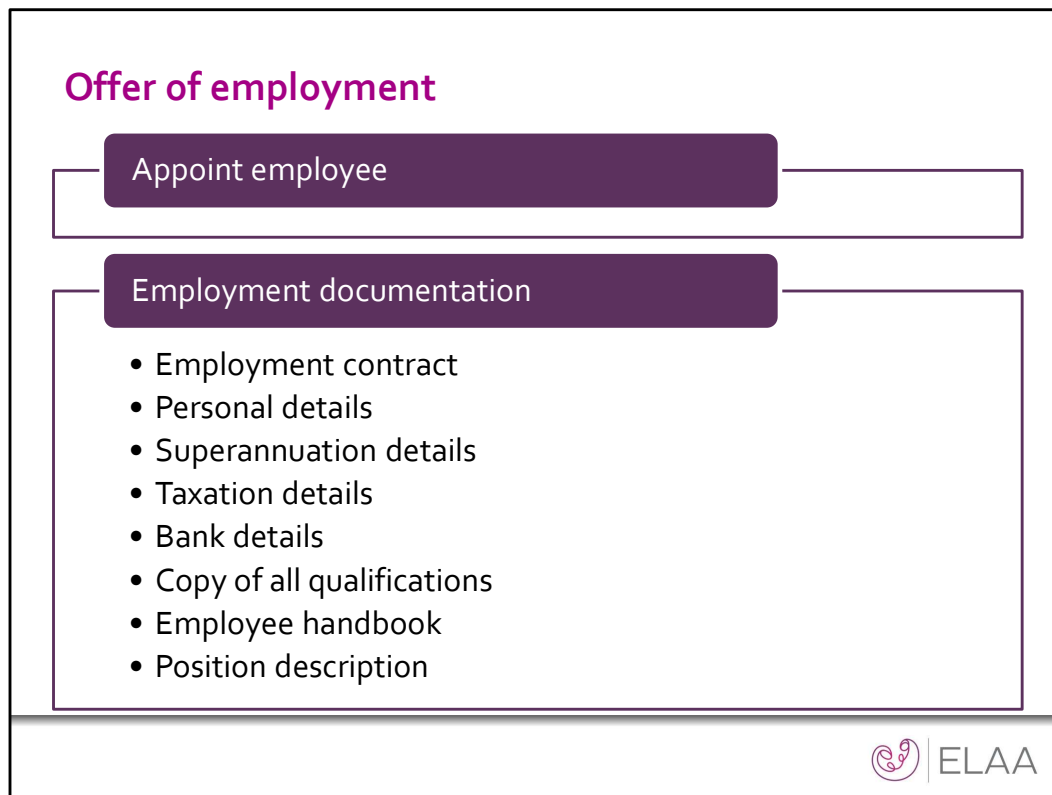
Standard 6 directly relates to recruitment as it is: *Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*

The Commission for Children and Young People (CCYP) have resources to support services in complying with the standards.

Please visit [here](https://ccyp.vic.gov.au/resources/child-safe-standards/#TOC-8) (<https://ccyp.vic.gov.au/resources/child-safe-standards/#TOC-8>) and you will find

- [Practical guide to choosing, supervising and developing suitable staff and volunteers \(Word, 10KB\)](#)

- **Selection process-** After each interview, discuss the candidates' key strengths, areas of improvement. Some prefer to use a scoring system as well. When all interviews have been completed the sub committee will discuss all applicants and determine if any are suitable.
- **Reference and qualification checks-** before offering employment it is essential that all qualifications are checked- WWC/VIT, early childhood, first aid etc. Qualifications can be checked on the ACECQA website. Referees are then checked, we recommend contacting 3 suitable referees and at least one of these are a previous employer in a management position.



It is essential that an employment contract contains all the required information. This includes

- Industrial Award/agreement
- Period of employment
- Probation period
- Reference to policies and regulatory requirements
- Terms of employment- hours, nonteaching and teaching time, leave, work location
- Fair work information statement
- Payment information- rate, superannuation
- Any other considerations/conditions that have been agreed upon by the employer/employee ie meal breaks, already planned holidays etc.

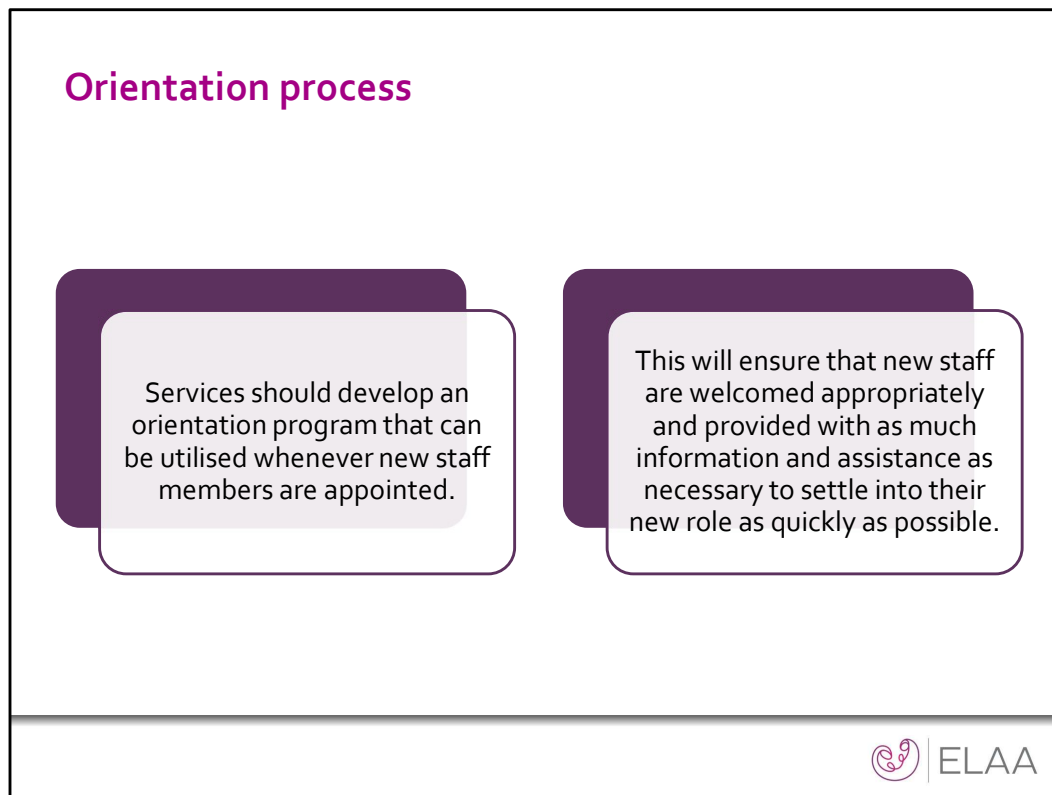
End dates for fixed term contracts - we recommend that you use the **last day of term 4** as the end date. This way, there is no confusion that the contract is rolling into the following year.

Other documents provided

- Personal details
- Superannuation details
- Taxation details
- Bank details
- Copy of all qualifications
- Employee handbook
- Position description

Early Childhood Management Manual has several templates to assist in this process including

- Letters of employment
- Position descriptions
- Staff policies
- Personnel files information



NEW EMPLOYEES: ORIENTATION AND PROBATION

An orientation (or induction) program for new employees is essential and will ensure that employees are welcomed appropriately and provided with the essential information and assistance to settle into their new role as quickly as possible.

Effective orientation is an opportunity to positively introduce the employee to the service's culture and values, and communicate expectations. It establishes the basis of a successful workplace culture of communication and ongoing dialogue between the employer and employee.

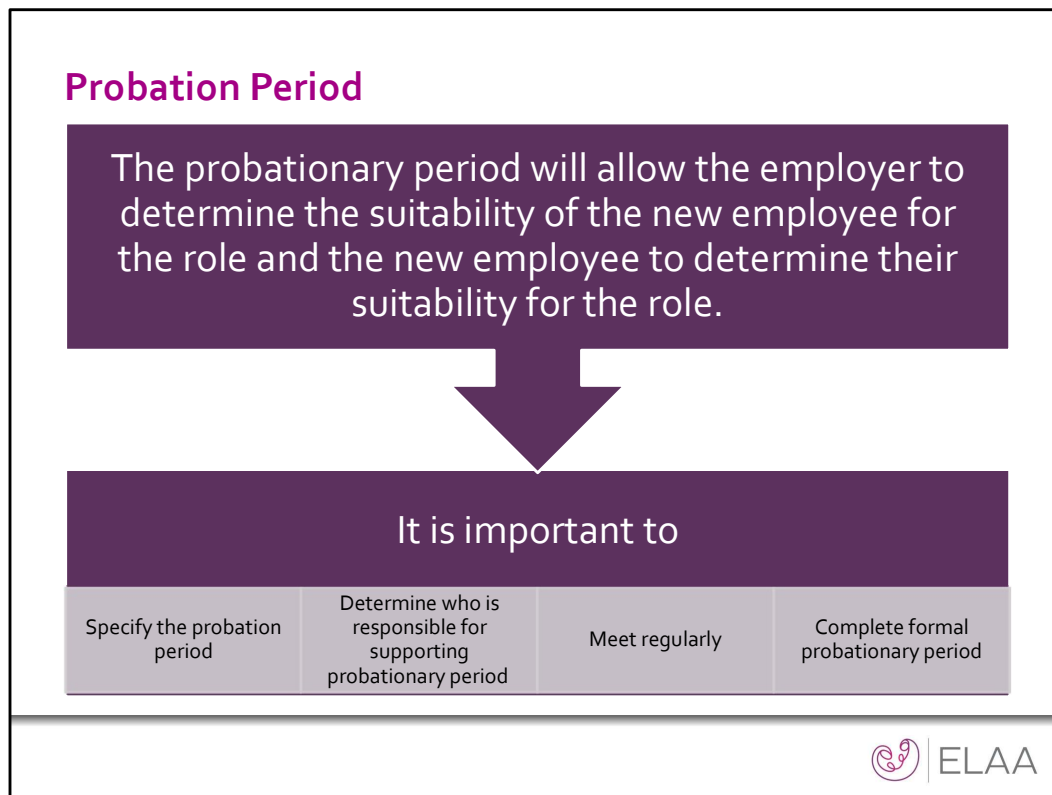
Refer to Section 2 and Tools 2.1 and 2.2 of the EM&D Resource

Some key components to the induction process includes

- Handover with previous employee if possible
- Meet the staff and CoM
- Clarify expectations of the new employee's role and responsibilities
- Exploring the service- OHS requirements, evacuation process, policies, location of resources, relevant documentation etc. It is recommended to allocate non-teaching time so they can become familiar with the environment, children, families
- Providing access to keys, alarms, computer access etc

It is important for employers to understand their role in the process of supporting early childhood teachers from provisional to full registration. This includes access to mentors and orientation/induction processes.

- Tools in the EMD include:
- New employee checklist
- Employee orientation checklist
- Probation implementation checklist
- Probation review report



The probationary period is the first few weeks or months of a job during which new employees are closely supported, trained, observed and assessed to see if they're suitable for the position.

This period also allows the employee to assess the employer and the workplace, and make an informed decision regarding continuation of employment. Refer to Section 2 and Tools 2.3 and 2.4 of the EM&D Resource

It is important to meet with the employee during the probation period

If there is a probationary period in place, the following actions should be carried out to ensure expectations are clear:

- 1 Specify the probationary period clearly in the letter of employment to the successful applicant.
- 2 Advise the employee who is responsible for supporting them and reviewing their performance.
- 3 Meet regularly with the employee during the probationary period to assess the employee's progress and provide feedback on their performance.

During this time they should:

- Ensure that the employee is provided with adequate support to perform their role
- Keep a record of these meetings, particularly if concerns regarding the employee's performance are identified and discussed
- Ensure that the record is signed by both the employer and employee.

Organise a formal probationary review meeting at least 10 working days prior to the end of the probationary period (or as stated in the relevant award or agreement) to:

- discuss the employee's performance
- ascertain their willingness to continue in the role
- make a decision regarding confirmation of employment
- document matters discussed at this meeting and ensure that a record of the meeting is signed by the employer and employee.

EMD also have information about terminating employment during the probation period and we would encourage members to call us to discuss this

ELAA

- **Contact members solutions**

- Email: membersolutions@elaa.org.au
- Phone: (03) 9489 3500 (between 10.00am-3.00pm)
- Website: www.elaa.org.au

- **Early Childhood Management Manual (ECMM)**

Purchase here: <https://elaa.org.au/product/early-childhood-management-manual-v3/>

- Access file downloads here: <https://elaa.org.au/account/ecmm-v3-file-downloads/>

- **Employee Management Development Resource:**

<https://elaa.org.au/resources/free-resources/employee-management-development-resource/>

- Self Paced Modules - <https://elaa.org.au/product/emd-online-modules/>
- Recorded online webinar - <https://elaa.org.au/product/emd/>



Questions

