	ONE2ONE POLICY			
	Title	Recruitment, Selection and Appointment	**Policy No**	35
	Indicator	CM2 – Governance and Operational Management	**Reviewed**	07/04/2025

1. PURPOSE AND SCOPE

The purpose of this policy is to define One2One's approach to recruitment, selection and appointment processes; and to provide a framework for attracting and appointing candidates who possess the required expertise, competencies and values to achieve One2One's business requirements.

This policy has been framed around the NDIS Practice Standards, National Standards for Disability Services and applies to all of One2One's supports and services.

2. POLICY CONTENT

One2One is committed to developing a diverse and flexible workforce. The principles that guide One2One in this process include:

- Committing to quality candidates who match the requirements of the consumers, work area and the job.
- Conducting recruitment and related practices, with due regard for the principles of equity and natural justice that remain free from any form of favouritism, nepotism or biases.
- Seeking to achieve a workforce that is diverse in its profile.
- Ensuring staff/employees have access to vacancies within the recruitment process.
- Conducting all recruitment related activities with due regard to confidentiality.

2.1 Recruitment

- Recruitment activities will involve various methodology, approach or tools required to acquire a competitive pool of candidates that is free from any form of favouritism and adheres to the principles of equal employment opportunity and industrial legislation and relevant business requirements, and are guided by the following:
- Recruitment to a vacant position - ongoing or fixed-term employment greater than 12 months, will be as a result of a competitive merit based process in accordance with this policy and relevant guidelines.
- Direct appointment to any position for a period greater than 12 months will require the approval of the CEO.
- Fixed-term employment contracts of 12 months or less and recruitment of casuals will be based on merit and may be made by direct appointment. To satisfy the merit selection requirement a candidate must demonstrate that they meet the capabilities defined for the position.
- Appointment of an existing employee from a fixed-term position to ongoing may be made without conducting a formal recruitment procedure, subject to authorisation by the CEO.
- Approval to establish positions and recruit for vacancies will be in accordance with the appropriate delegations.

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2.2 Selection

- Selection activities will involve any consistent methodology, approach or tools that ensure merit based assessment free from bias, patronage and nepotism, ensuring transparency across the process.
- Composition of selection committees will be in accordance with the role.
- The assessment of candidates and the recommendation for appointment decisions will be documented to accurately record the deliberations of the selection panel, to allow for feedback and to provide evidence of due process.
- The final appointment recommendation will be approved in accordance with the relevant management delegation.

2.3 Appointment

All successful appointees will sign an employment contract prior to commencement and an NDIS Worker Screening Check is required before job commencement (or application receipt. A new worker cannot work unsupervised with a finalised screening check). All successful appointees are booked to attend central induction within 12 weeks of commencement as a condition of employment. One2One **may** also specify, as a condition of employment that prospective employees provide some mandatory checks such as:

- NDIS Worker Screening Clearance
- NDIS Work Orientation Modules
- two workplace referees (to be contacted prior to commencement)
- proof of entitlement to work in Australia under the terms of the contract;
- proof of qualifications or relevant trade certificates;
- current first aid certificate;
- Working with Children check;
- employment medical; and/or
- valid 'C" class driving licence.

Prospective appointees have a duty of disclosure to advise One2One of any pre-existing health issues/conditions, exposure to a hazard or, previous health or workplace matters that may influence their personal safety and health, the safety and health of others or, prevent them from undertaking the duties of the position satisfactorily.

- The Operations Manager, will determine what support could reasonably be provided to assist the prospective appointee, or withdraw the offer of employment. There is no right to appeal on the final decision made by CEO.
- In exceptional circumstances, One2One reserves the right to appoint by invitation a candidate who demonstrates the ability to meet or exceed the required capabilities.
- One2One reserves the right not to make an appointment if there are no suitable applicants, or if circumstances change making it untenable or inappropriate to offer a contract.
- *As a commitment to maintaining integrity in Staff Recruitment and Supervision procedures, One2One excludes any direct supervision of an employee from a supervisor with a pre-existing relationship or is a relative of the employee which may result in a conflict of interest. All One2One employees are required to report any potential or perceived conflicts of interest to One2One.*

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2.4 Staff Records

For all staff, the following records must be kept:

- identification
- proof of right to work
- pre-employment checks (e.g., criminal records check; NDIS worker screening check)
- qualifications and/or experience
- completion of NDIS worker orientation
- details on continuing professional development.

3. RELATED DOCUMENTS

- One2One – Service Coordinator – Staff Recruitment and Supervision Procedures
- Induction of Staff and Volunteers Policy
- Staff Induction Program (3 Months)

4. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One

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