

General Recruitment Process (for Local Government Areas)

It is assumed that the interview panel have experience or received induction on communication with people who have an intellectual disability. See Attachment D for communication tips.

1. Initial telephone interview conducted by Council Representatives with interested candidates

- 1.1 Have an initial casual discussion about the role at Council with the potential candidate
- 1.2 If the potential candidate has not done so already, ask them to provide a copy of their resume (provide details of options of how to send it in)
- 1.3 Talk to the candidate about the role. Ask if there was anything in the job advertisement that they do not understand or want more information on. Arrange to send a copy of the Position Description in simplified form if needed
- 1.4 Inform potential candidate about when interviews are happening – if you know the candidate is to be interviewed, tell them the time, date, and venue, and let them know that they will be receiving a letter with the details
- 1.5 Ask the candidate to bring along copies of any certificates, evidence of Intellectual Disability If it impacts on the role, a National Police Check and a Working with Children's Check (or tell them how these can be applied for should they be successful).
- 1.6 Send letter (Attachment A) confirming interview details

2. Interview – panel of 3 including one interviewer with a lived experience of disability

- 2.1 Meet in person in an accessible venue
- 2.2 Note that the interviewee may bring a support person if needed
- 2.3 Explain to the candidate how and why questions will be asked (Attachment B)
- 2.4 Interview using suggested discussion areas – see interview schedule attached
- 2.5 Candidate to provide certificates and any professional development they have been involved in.
- 2.6 Request for National Police Check and Working with Children (confirm the latter is required for the role)
- 2.7 Clarify availability for the role – days and hours
- 2.8 Confirm details for referees

3. Post interview

- 3.1 Interview panel to meet to review candidates and rate answers (attachment C)
- 3.2 Reach consensus on the successful candidate

4. Decision

- 4.1 Contact the preferred candidate within 48 hours of the interview to offer the role
- 4.2 Notify unsuccessful candidates once the offer has been accepted.
- 4.3 Provide an opportunity for either verbal or written feedback to unsuccessful candidates.
- 4.4 Move on with the Hiring Process
 - Letter of acceptance
 - Letter of rejection – offer to provide feedback for next time