

# Recruitment process

## What to expect

Thank you for expressing an interest in working for our organisation. Anglicare is an Equal Opportunity Employer and prides itself in the quality of staff that it employs.

## Anglicare's recruitment process

All positions that we advertise have a defined closing date, please ensure you check that the position you are interested in is still open and you have time to submit your application. We don't accept late applications unless there are exceptional circumstances. Our Human Resources Unit will determine if a late application will be accepted.

It is important that you read our vacancy advertisement carefully regarding the type of information you should supply in your application. Some vacant positions such as Support Workers only require you to provide an up-to-date Resumé, or a covering letter and a Resumé.

Other positions require an up to date Resumé, a covering letter introducing yourself and include comments detailing your experience. You are encouraged to use the position descriptions as a guide.

Some senior roles may require you to specifically address the competencies or selection criteria that are contained in the position description.

## Resumés

Ensure your Resumé has up to date information, it should contain:

- your personal information (date of birth and marital status are not necessary), address and contact details (i.e mobile phone number, email address).
- qualifications and certificates that you feel are relevant to the job
- Previous employment history
- Referees (however, you may like to provide referees on request)

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## **Covering Letter**

The purpose of a covering letter is to introduce yourself and provide the reasons why you wish to apply for the job and details of your experience. You may also like to provide a brief explanation of your current situation, for example, where you currently work. You may also like to include why you feel that you are suited to the position.

## **Statements addressing the Competencies or Selection Criteria**

Where we require applicants to provide statements addressing the competencies or the selection criteria contained in a position description, please ensure that these are provided. Applications that don't provide statements greatly reduce the chance of being shortlisted for interview.

All our position descriptions contain a section of competencies/selection criteria. These are the main criteria regarding what we require in terms of experience, knowledge and skills.

When addressing a competency, provide examples of how you believe you meet the competency. For example, if a competency requires demonstrated experience in the use of computers and computer software, provide examples of what programs you have experience with and what type of work you have processed using a particular program.

## **What happens after I submit my application?**

After the applications are closed they are collated and entered into our recruitment spreadsheets. At this stage you will receive an acknowledgement via email advising that we have received your application. Applications that we receive by post will receive a letter advising as such.

This spreadsheet along with the applications is then sent to the selection/interview panel for assessment and eventual shortlisting. Depending on the volume of applications received this process could take up to 2 weeks from the closing date.

The selection/interview panel will contact shortlisted applicants and invite them for interview. All other applicants will be advised via email by the HR unit in regard to the status of their application.

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## **The selection/interview panel:**

The selection/interview panels may consist of a chairperson (usually a Manager or Co-ordinator of where the vacancy exists) and subject matter experts (this could include a representative from Human Resources). Where possible all selection/interview panels are gender balanced. The members of the panel are required to declare any conflict of interest or make other panel members aware if an applicant is known to each other.

Depending on the level of a conflict of interest, the panel is to determine the affects of the conflict of interest and where necessary replace the panel member/s.

The shortlisted applicants are also advised who the members of the interview panel are and invited to declare if a conflict of interest exists or if they are known to a panel member/s. Where this occurs the applicant may object for that member to take part on the panel. This will not have a bearing on the outcome of the interview.

Applicants not shortlisted for interview will be advised by email once a shortlist has been complete.

## **Successful Applicant/s after interview:**

Depending on referee reports, the successful applicant/s will be advised by a member of the selection panel and given a verbal offer for the position. If accepted, the potential new employee will receive a formal written offer and associated paper work. The formal offer is again dependent on successfully meeting our pre-employment requirements such police checks, medical assessment, etc. On the 1st April 2016, it is a policy requirement that all potential employee have a Working with Vulnerable People card from the Tasmanian Department of Justice.

## **Unsuccessful Applicant/s after interview:**

A panel member will also contact the unsuccessful interviewed applicants and where required, provide feedback on the interview.

If you have been unsuccessful in applying for a particular position with Anglicare, please do not let it deter you from applying for other positions as they arise.

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