Fast Facts 9 - Recruitment Process
QHEPS PAGE: https://qheps.health.qld.gov.au/metronorth/hr/recruitment

Recruitment Services provide you with the advice, support and tools necessary to assist you in attracting, selecting and appointing the best candidate to your vacancy.

Our services include:
- Vacancy advertising and processing
- Pre-employment screening
- Advice and assistance of all candidate appointments
- Springboard system support
- Coordination and management of the Establishment Management Program
- Provide advice in the interpretation and application of Human Resource (HR) Policy
- Visa Sponsorship Requests
- Coordination and management of Job Evaluation Management Systems (JEMS)

Please also see the Factsheet on Values Based Recruitment - https://qheps.health.qld.gov.au/metronorth/hr/recruitment/values-based-recruitment

You are strongly encouraged to review and familiarise yourself with HR Policy B1 Recruitment and Selection policy prior to commencing any recruitment. As a panel chair, it is your responsibility to ensure you have completed Recruitment and Selection training. If you have not attended the Recruitment and Selection training, please register on Training Link to attend one of the next sessions.

Contacts: Phone: 3647 9677 / 9680 Email recruitment

Prior - Resources to use prior to starting the recruitment process:

- Job evaluation / establishment
- Role description
- Advertising

Request to Fill (Self-Assessment Sheet)
- The Prince Charles Hospital
- Mental health (Communities)

Options to fill
- Standing Offer Arrangement
- Transfer at Level: Can be considered at any time of the recruitment process at management's discretion. Employee must be permanent at that level, meet merit (please complete a suitability assessment) and ensure their appointment is delegate approved.
During - Resources to use during the recruitment process:

Selection
- Shortlisting
  - Applicants form
  - Resume screening
- Interviews
  - Candidate assessment form A - individual
  - Candidate assessment form B - multiple applicants

Pre-employment checks
- Criminal History Clearance

Work rights
- Visa nomination business case template

Referee Report
Vaccine Preventable Diseases

Post - Resources to use after the recruitment process has concluded:

Appointment checklist
- New employees
- Current Queensland Health employee

Work Rights – VEVO (Visa Entitlement Verification Online)

Onboarding

Training and Education:
- Recruitment and selection training
- Springboard training
- Wage rates
- Recruit for fit
- Job Vacancies

Templates, forms and links
- Role description
- Referee Report
- Selection report
- Direct appointment
- Transfer at level registration
- Payroll forms and rostering
- Policies and procedures
- Human Resources policies

Quick links
- Working for Queensland employee survey
- HR Delegations and Authorities Manual (PDF, 268KB)
- Public interest disclosures
- Health Employment Directives
- Employee assistance program

For more information, contact Education Coordinator, Ann Whalley on 5433 8282 or ann.whalley@health.qld.gov.au