



POLICY STANDARD 5

RECRUITMENT

POLICY:

Pablos will recruit staff and volunteers based on the level of skill requirements and in line with the Human Rights Act, Equal Employment Opportunities and The Treaty of Waitangi.

PROCEDURE:

STAFF RECRUITMENT

Job descriptions and Employment Contracts and Ideal Person Specification Forms will be in place prior to any vacancy being advertised.

- 1 The vacancy is to be advertised through local publication(s).
- 2 Consideration of Pablos consumers is to be undertaken in regards as to their suitability for the position.
- 3 Suitable applicants will be considered and interviewed by a panel consisting of at least:
 - ◆ One staff member
 - ◆ A committee representative
 - ◆ An artists representative
- 4 Applicants who are to be shortlisted will be notified by telephone followed up by a letter confirming the time, date and place of interview. Applicants to be advised of their right to bring a whanau or support person to the interview. Unsuccessful applicants will be advised by letter as soon as possible after the shortlisting.
- 5 Referees are to be contacted by telephone for a character reference prior to the selection committee meeting to consider suitable applicants.
- 6 A scoring system based on the Ideal Person Specification Form will be utilized to calculate the most appropriate candidate for the position.
- 7 The recommendations of the interviewing panel will be passed onto the Selection Committee who will make the final decision on whom to employ. The Selection Committee's decision will be final.
- 8 The successful person will be required to complete Pablos criminal declaration form prior to a final decision being made. Acceptance will be made once the written contract is signed.
- 9 All unsuccessful applicants will receive notification that they have not been appointed.

OUTCOME:

All staff will be recruited according to the level of skill and suitability. Staff will also have a clear understanding of their roles and responsibilities

SUPPORTING DOCUMENTS:

- Job Description
- Consent Form

VOLUNTEER RECRUITMENT:

PROCEDURE:

Volunteers may be referred from a number of areas. To date Pablos sources the bulk of volunteers from the Wellington Volunteer Centre. The first point of contact in this instance is with the Volunteer Centre itself, whereby a 'Request for Volunteers' form is filled in by Pablos detailing the different positions available for voluntary work. Procedures from here are as follows:

- ◆ Volunteer Centre contacts Pablos with referrals.
- ◆ The applicant is phoned and an appointment is made. C.V. and references are to be brought to the interview.
- ◆ The applicant is given a tour of Pablos and is informed of Pablos function and role in the community.
- ◆ The Volunteer Application Form and Criminal Conviction Form is then completed by the applicant.
- ◆ An interview is held with the applicant and any two appropriate staff members discussing the expectations, relevant skills and experience needed to fulfil the position.
- ◆ Contact is to be made with a referee.
- ◆ Training in specific areas will be outlined and performance discussed at regular intervals.
- ◆ The applicant will be informed of a decision within one week of interviews.

OUTCOME:

All volunteers will be appointed on the basis of skill and experience. All volunteers will be trained.

SUPPORTING DOCUMENTS:

- Volunteer Registration Form
- Criminal Vetting Service Request & Consent Form
- Art Assistant Activities (Volunteer)