

HR Recruitment and Induction Checklist

Advertising

- Job Description / Statement of Duties is accurate and up-to-date
- Advertised recruitment includes a statement which reflects our commitment to child safety.

Job Application

- Applicant submitted Application record
- Applicant submitted CV / Resume
- Applicant submitted Qualification Documentation

Face to Face interviews

- Child Safety Officer is present
- Applicant is advised about:
 - The position and the College.
 - The full position description.
- Applicant is advised about the College's commitment to child safety and given:
 - [Child Protection Policy](#)
 - [Code of Conduct](#)
 - [Child Safety Reporting Policy](#)
- Discussion includes applicant's skills and experience, and suitability to work with children and young people, via the [HR Applicant Interview & Referee Record](#) and recording answers.
- Answer any questions the applicant may have.
- Advise the applicant about the next steps in the selection process.
- Obtain permission to contact the applicant's three nominated referees by applicant filling out the relevant section in the [HR Applicant Interview & Referee Record](#).

Post interview

- Identity check completed via [HR Personal Details and Identity Record](#)
- Three reference checks completed via [HR Applicant Interview & Referee Record](#)
- Applicant signed written offer of employment (for paid personnel) or volunteer acceptance letter
- Applicant signed Job Description / Statement of Duties
- Applicant provided a personal or professional history of work involving children
- Working with Children Check (WWCC) added to [register](#)
- Police check

Induction

- Applicant is given:
 - [Child Protection Policy](#)
 - [Code of Conduct](#)
 - [Child Safety Reporting Policy](#)
- Applicant to sign and return the Personnel Statement of Agreement (included with Code of Conduct)
- Applicant was allowed time to read and ask questions regarding the child safe policies (above).
- Child Safety Training completion
- The [HR Personnel Records Checklist](#) is completed by admin
- This Checklist is signed by admin and added to personnel's HR file

Admin Name:	Role:
Signature:	Date:

