

THE OBERON COUNCIL

POLICY FOR STAFF RECRUITMENT

1. On receipt of notification of a resignation, the General Manager will determine if a replacement for the position is required.
2. Prior to departure, the Supervisor and the Director/General Manager conduct an exit interview with the employee resigning.
3. Advertisement for replacement placed to ensure coverage of target market.
4. Information package distributed.
5. Interview panel selected by General Manager/Director.
6. Panel each assesses applicants against the job description.
7. Panel decide on applicants for interview.
8. Panel determines interview questions.
9. Applicants are individually assessed by each member of the panel.
10. Referees checked.
11. Panel determines ranking of applicants.
12. Successful applicant offered position and accepts.
13. Other applicants notified.

Adopted Council Meeting 9 November 2004

Minute No 15