



Recruitment and Selection Manual Order Form

Recruitment and selection of staff is often viewed as the most difficult and nerve racking aspect of any centre or committees tasks.

We have put together a wide variety of user friendly prompts / guides to assist you through the recruitment and selection process.

We have also included helpful screening, interviewing, interviewing questions and reference checking templates to assist you through this process whilst at the same time making you aware of the sorts of things not to ask at an interview and hence keeping you out of the Anti Discrimination Commission.

As always if you are not sure about any matter relating to Recruitment and Selection please contact us on 3852 5177.

CONTENTS

Internal vs. External Recruitment

Job & Person Specification

Advertising the Vacancy

Screening

Legislation Effecting & Recruitment Selection

Interviewing

Template Questions

Reference Checking

The Final Interview

Cost: \$220.00 (GST Incl)

\$110.00 (GST Incl) Second copy

✂-----

Please fax your order to (07) 3852 5188 or mail to ACSEA, 11/39 Jeays St, Bowen Hills Qld 4006

Organisation Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Please supply ____ Copy/s – Recruitment and Selection Pack

Total \$ _____

Payment: Please find cheque enclosed in the amount of \$ _____ (cheques payable to ACSEA)

Direct Debit: ACSEA – BSB: 014-249 Account Number: 4981-39156 Reference: Recruitment Manual

Australian Community Services Employers Association
Unit 11, 39 Jeays Street, Bowen Hills Qld 4006
Phone: (07) 3852 5177 Fax: (07) 3852 5188
Email: info@acsea.org