Policy Rationale
To develop recruitment strategies that build staff morale, bring new ideas to CCAE, respond to the needs of students and business clients, and help to provide a strong and diverse staff.

Policy Aims
CCAE recruitment strategy will seek staff from a variety of social, ethnic, cultural, religious, educational and work related backgrounds to enhance the mix of skills/experiences within the organisation. Together with CCAE’s planned induction and mentoring program, recruitment will provide a positive team orientated staff with high levels of enthusiasm and a smooth transition of knowledge, policies and operations from one leadership generation to the next.

Procedure
To assist in the ongoing development of staff talent and skills, CCAE’s workforce plan will reflect business plan priorities and budget realities. The workforce plan will be considerate of non-traditional teaching and non-teaching staffing combinations.

- The Manager will prepare a position description including roles, responsibilities, qualifications and experience.
- The position is advertised both internally and/or externally in local papers and Regional News Letters as required.
- All applications are reviewed in line with the selection criteria and short list of applicants drawn up for interview.
- Interviews are to be conducted within seven working days of the closing date for applications with the panel consisting of at least one experienced staff member who is familiar with the requirements and demands of the advertised role.
- Candidates are interviewed, qualifications and references verified.
- Successful applicant notified by phone, confirmed in writing and a start date agreed. Unsuccessful candidates notified by phone within five working days of the acceptance of the position by the successful candidate. Unsuccessful applicants may seek feedback to assist them with future applications.
- Flexible work options will be explored and implemented where appropriate.
- All recruited staff will undertake a significant induction/mentoring program and agree to do the same for new staff in the future.

Evaluation - Recruitment
- Policy will be reviewed bi-annually and by Manager in light of feedback at conclusion of each recruitment drive.