

Checklist for executive positions filled through advertisement

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PROCESS	ACTION	COMPLETED
Method of filling vacancy	Staffing Services has been notified of the full-time or part-time classroom teacher vacancy	☐
	Staffing Services has advised principal that a selection panel can be formed	☐
Selection panel	Selection panel formed with members listed in Selection Panel Procedures for School Teachers 2013 page 7.	☐
	Teacher representative has been elected by and from the Teaching Service staff at the school.	☐
	School P&C Association, and the local AECG and/or local ethnic community where applicable, have been asked to nominate a representative within 10 working days if they wish to participate.	☐
	Director, Public Schools NSW has nominated a representative at the same or higher level as the vacant position.	☐
	Selection panel includes at least one male and one female member.	☐
	Where requested, the Director, Staffing Services has advised whether an additional panel member has been approved (Selection Panel Procedures for School Teachers 2013 page 9).	☐
	All panel members have been trained in selection procedures in accordance with the information in the Selection Panel Procedures for School Teachers 2013 page 4.	☐
	Panel members have been referred to the Selection Panel Procedures for School Teachers 2013 document for information on the selection process	☐
	A copy of Responsibilities of Selection Panel Members (Selection Panel Procedures for School Teachers 2013 pages 12–13) has been provided to each panel member and discussed with the panel.	☐
Responsibilities of selection panel members	Panel members have been advised that the confidentiality of all stages of the selection process must be observed during and after the selection process.	☐
	Panel members have been asked to declare the extent of any prior knowledge of, involvement with, or interest in, any of the applicants (Selection Panel Procedures for School Teachers 2013 page 12) prior to undertaking the short listing process.	☐
	Panel members have been advised that the panel convener will be required to confirm on the short listing report that they are aware of correct procedures and have declared any personal knowledge of, or interest in, any of the applicants.	☐
	Panel members have been advised that they are to be equal participants at all stages of the selection process.	☐
	Panel members have been advised that minority report(s) may be submitted at the same time as the selection process outcome report if there is a dissenting viewpoint in relation to the selection panel outcome.	☐
	Panel members have been advised that the panel convener is the only person able to provide feedback and any enquiries made to panel members must be redirected to the panel convener.	☐

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2

PROCESS	ACTION	COMPLETED
Preparing the advertisement and selection criteria	Panel members have been advised that both the general selection criteria and the specific selection criteria apply for executive positions (Selection Panel Procedures for School Teachers 2013 pages 16-18).	☐
	Selection panel has prepared the position information.	☐
	Selection panel has prepared the specific selection criteria. The information about preparing specific selection criteria in Selection Panel Procedures for School Teachers 2013 page 18 has been considered.	☐
	All panel members have participated in the preparation of the advertisement.	☐
	Advertisement has been submitted online through jobs.nsw.	☐
	The nomination of an appropriate enquiry officer (Selection Panel Procedures for School Teachers 2013 pages 14–15) has been undertaken. The enquiry officer has been briefed by the panel convener.	☐
	Vacant position has been advertised on jobs.nsw.	☐
	All applicants who contact the enquiry officer have been provided with the same documentation electronically by the enquiry officer. These applicants have been provided with the school plan and annual school report as a minimum.	☐
Short listing and consulting referees	All applications have been downloaded or distributed electronically from jobs.nsw.	☐
	Panel members have been advised that the selection process needs to be completed within seven working days of the closing date of the advertisement.	☐
	All applications received by the closing date have been considered by all panel members in the short listing process.	☐
	Each applicant being actively considered by the selection panel to proceed to interview has had two referees contacted by the panel convener and at least one other panel member as part of the short listing process, who have reported referee comments back to the full panel. One of the referees contacted is the applicant's current principal for current permanent teacher applicants, their current (or most recent) supervisor for external applicants, or for applicants in non school based teaching service positions, their Director, Public Schools NSW, state office director or senior manager. The information on contacting referees in the Selection Panel Procedures for School Teachers 2013 pages 19–20 has been considered.	☐
	All panel members have been involved in the short listing process.	☐
	Short listing has been based only on the selection criteria for the position and the information provided by applicants in their application, together with the comments provided by the two referees contacted as part of the short listing process.	☐
	A summary of each referee's comments has been included on the short list on jobs.nsw.	☐
	Short list report has been submitted to Staffing Services through jobs.nsw.	☐
	Convener has confirmed online that all panel members have participated in the short listing process.	☐
	Staffing Services has approved short listed applicants' eligibility before any invitations to interview are made by convener.	☐

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3

PROCESS	ACTION	COMPLETED
Interview Process	The decision as to whether the interviews will be by videoconference, face to face or by telephone, or a combination of these approaches, has been made after considering the information in Selection Panel Procedures for School Teachers 2013, page 24.	☐
	Eligible short listed applicants have been invited to interview and have been given notice of their interview time after considering the information in Selection Panel Procedures for School Teachers 2013, page 24	☐
	Applicants invited to interview have been advised of the position title and school, the type of interview to be held, the date, time and location of the interview and the composition and names of the panel members.	☐
	The guidelines for preparing and conducting interviews in Selection Panel Procedures for School Teachers 2013 pages 24–27, have been followed.	☐
	A suitable venue has been arranged and timing of interviews has been agreed, including scheduling sufficient time after each interview for panel discussion.	☐
	Questions, based on the selection criteria, have been agreed.	☐
	Panel members have been advised that EEO principles are to be adhered to during each interview, have been reminded of confidentiality requirements and how the interview will be conducted has been discussed (Selection Panel Procedures for School Teachers 2013 page 26).	☐
Post interview procedures	Sufficient time has been provided at the conclusion of the interviews for the selection panel to deliberate, review applications and referees' comments, make recommendations and complete the selection process outcome report.	☐
	Panel members have been advised that the focus of discussions is on the capacity of each interviewed applicant to undertake the responsibilities of the position in terms of the selection criteria.	☐
	The third referee for the proposed recommended applicant and for the applicants proposed to be placed on the eligibility list has been contacted.	☐
	Selection panel has made its recommendations after assessing information from all stages of the selection process i.e. application, referees' comments and interview.	☐
	Selection report has been compiled by the entire selection panel and submitted through jobs.nsw to Staffing Services.	☐
	Minority reports, if any, in the format of the selection process outcome report (see Selection Panel Procedures for School Teachers 2013 page 13), have been submitted through jobs.nsw at the same time that the selection process outcome report is submitted, for consideration by the Director, Staffing Services.	☐
	Photocopies of applications provided to panel members have been collected after the interviews and destroyed. Panel members have been reminded that they must delete any electronic copies of applications and notes relating to the process	☐
	All original documents and notes prepared by panel members have been collected and filed by the panel convener for 12 months in a secure place prior to being destroyed	☐

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4

PROCESS	ACTION	COMPLETED
Advising applicants of the outcome of the selection process	Following approval from Staffing Services of the selection process outcome report, the convener has verbally offered the position to the successful applicant.	☐
	A letter of offer has been generated through jobs.nsw and sent to the successful applicant.	☐
	Advice has been sought from Staffing Services regarding the action to be taken if the successful applicant has rejected the verbal offer of the position.	☐
	Following acceptance of the position by the successful applicant, all other interviewed applicants have been informed (by telephone) of the outcome and offered feedback within 10 calendar days	☐
	Correspondence to all applicants has been generated promptly through jobs.nsw and sent.	☐
	Letters of thanks have been sent to members of the selection panel.	☐
	Feedback has been provided to all applicants who have requested it, focusing on the selection criteria and the extent to which the applicant demonstrated an ability to meet the selection criteria.	☐