



## 6.2

# SELECTION, INTERVIEW AND APPOINTMENT PROCEDURES INFORMATION FOR APPLICANTS

The following summary is intended to assist applicants in submitting their applications and give them a better understanding of NAAJA selection, interview and appointment procedures.

NAAJA does not use application forms. Applicants are requested to submit a curriculum vitae including full personal details, telephone contact numbers during office hours, qualifications, previous appointments and experience, plus the names and fax numbers of three referees.

Applications should address the selection criteria for the position.

### ***Acknowledgment of Applications***

NAAJA does not acknowledge receipt of applications unless requested to do so. If you would like acknowledgment please make your request visible (eg a note attached to the front page of your application).

Please do not place your application in folders or plastic sleeves.

### ***Copies of Degrees, Diplomas, Certificates, Academic Transcripts etc***

It is not necessary to include these unless specifically asked to do so. Successful applicants may be asked to provide copies of academic/training qualifications on taking up an appointment.

### ***Short Listing***

The Selection Committee will make arrangements to interview short listed applicants. Letters will be sent to other applicants advising them their applications were not successful.

### ***Interviews***

Local applicants will be interviewed in person. Interstate applicants will generally be interviewed by telephone. For telephone interviews a conference phone is used so all members of the Interview Committee are able to converse with the applicant.

Interview panels usually comprise three or four people.

### ***Final Selection***

Successful applicants will initially be contacted by phone and sent a written offer of appointment. Unsuccessful applicants will be notified by mail.

### ***Employment Contract***

The successful applicant will be sent a letter of engagement, duty statement and employee collective agreement 2008-2011

### ***Probation***

For most positions at NAAJA there is a probationary period of three months. The probationary period involves three steps:

1. Orientation – where the supervisor discusses work requirements with the probationary employee.
2. Assessment - where the supervisor completes a detailed report on the probationary employee's performance
3. Review – where the supervisor recommends either confirmation of employment, extension of the probation period or termination of employment.

Compliance with equal opportunity principles: NAAJA is an equal opportunity employer and staff are expected to initiate and/or comply with current equal opportunity principles.

### ***Smoke Free Environment***

NAAJA maintains a smoke free environment; therefore smoking is not permitted in any NAAJA buildings and vehicles.

