**RECRUITMENT (PERMANENT APPOINTMENT) PROCEDURES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Delegate receives Selection Committee Report recommending appointment | 🡺 | Delegate reviews file and has any issues addressed by Committee | 🡺 | Delegate signs selection recommendation giving in principle approval to the appointment | 🡺 | Offer of appointment made - including information on pre-appointment checks and proposing a commencement date and salary |
|  |  |  |  |  |  | 🡻 |
| Officer commences duty (if not engaged on temporary contract beforehand); probation period commences; induction process commenced | 🡸 | Instrument of Appointment signed | 🡸 | Pre- appointment checks conducted and follow up action taken as necessary - police check; medical examination; qualifications verified; proof of identity and Australian citizenship sighted | 🡸 | Applicant responds to offer, salary and commencement date negotiated/agreed |
| 🡻 |  |  |  |  |  |  |
| Appointment notified in Gazette | 🡺 | 1 and 2 month probation reports (for general staff) completed; 3 and 6 month probation reports (for teachers) completed | 🡺 | 3 month (for general staff) or 12 month (for teachers) probation report completed | 🡺 | Delegate confirms appointment |