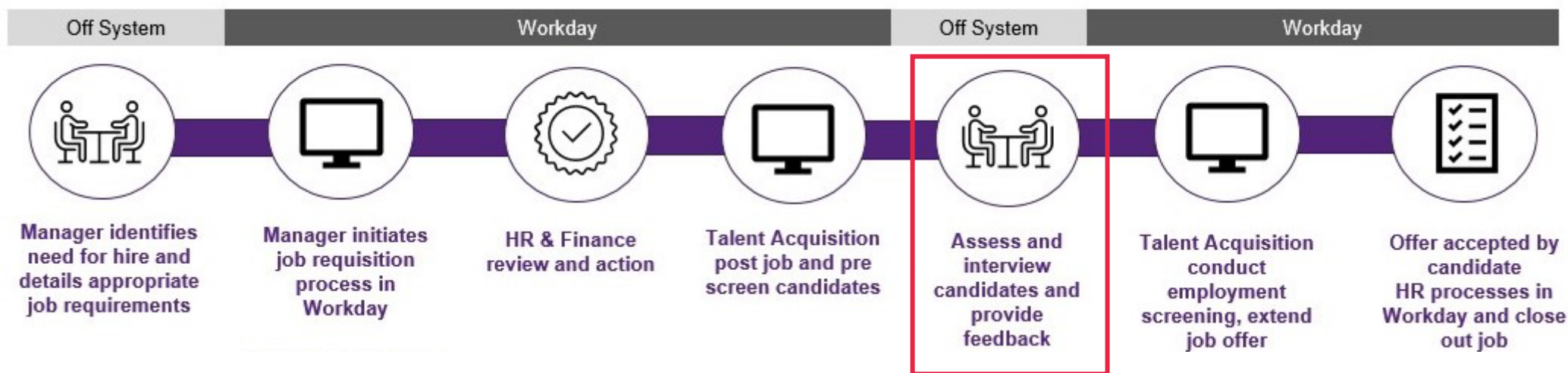
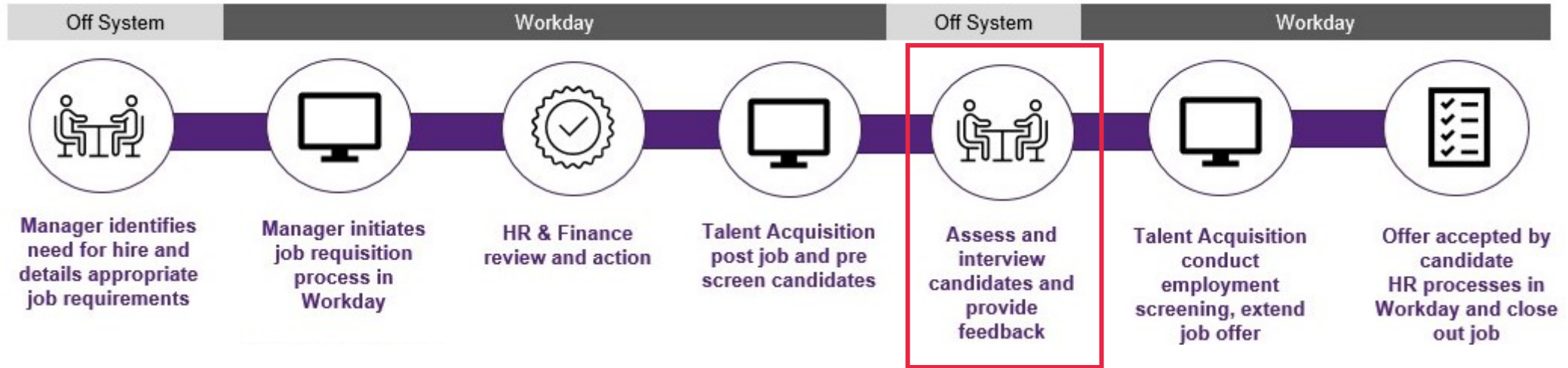


Shortlisting



Step	Action	Description	Responsibility
1	Advertisement closed	Communication sent to selection committee, including position description, application bundle etc.	Talent Acquisition
2	Shortlisting facilitated	Shortlisting facilitated either in person, online or via email. Shortlist agreed by selection committee.	Selection Committee
3	Shortlist provided to Talent Acquisition	Manager completes shortlisting information into the template included in the advertisement closed communication	Manager
4	Interviews booked	Interviews are confirmed verbally and in writing with candidates	Talent Acquisition
5	Placeholders updated	Schedule of interview and relevant documents are updated in the placeholder	Talent Acquisition

Interview



Step	Action	Description	Responsibility
1	Selection Committee convenes	Chair provides overview of role and key selection criteria	Selection Committee
2	Interviews conducted	Selection committee facilitates interviews	Selection Committee
3	Candidate assessed and ranked	Selection committee determines appointability and ranking of candidates	Selection Committee
4	Selection notes completed	Selection notes recorded into selection notes template	Manager or Chair
5	Reference checks completed	Completion minimum references: Internal (1) and External (2)	Manager or Chair
6	Conversation held with preferred candidate	Negotiate remuneration package and commencement date	Manager