



DIRECTIVE

(refer Section 34 of the *Public Service Act 1996*)

No: **5/97**

Supersedes: PSM Standards 1, 7, 11 & 12.

1. TITLE: RECRUITMENT AND SELECTION

2. PURPOSE: To specify the requirements applying to the recruitment and selection of public service employees.

3. LEGISLATIVE PROVISION: *Public Service Act 1996* - Sections 24, 34, 51, 77, 78.

4. EFFECTIVE DATE: 9 May 1997

5. DIRECTIVE:

- (a) The principles of public service employment as detailed in Section 24 of the *Public Service Act 1996* shall be adhered to.
- (b) The basis for selection must be merit, as defined in Section 77 of the *Public Service Act 1996*.
- (c) The provisions outlined in part 2 of the *Equal Opportunity in Public Employment Act 1992* and the requirements of the *Anti-Discrimination Act 1991* shall be met.
- (d) A job description shall be utilised for each vacancy detailing at a minimum, the duties/outcomes and responsibilities of the job and the selection criteria against which the relative merits of applicants are to be assessed.
- (e) Where relevant to the award structure, each job shall be evaluated utilising a job evaluation methodology approved by the Commissioner. Job evaluation shall determine the relative worth of each job.
- (f) Where the nature of a job has undergone substantial change, the manager or occupant may request a re-evaluation of the job. Chief Executives shall implement procedures to manage these requests in an effective and fair manner.
- (g) Subject to the provisions of other Directives and Government Policy, vacancies shall be advertised as widely as practical, having regard to the level of the job and the likelihood of attracting quality applicants.
- (h) Selection methods that provide for transparent, effective, bias free, decisions shall be used.
- (i) Documentation shall clearly explain the decision making process and be in a form that allows it to be reviewed in accordance with S94 of the *Public Service Act 1996*. Selection documents shall be retained for a minimum period of 12 months.
- (j) Confidentiality of selection documents shall be maintained.

¹ Unless otherwise approved, the job evaluation methodology to be utilised as "approved by the Commissioner" shall be the Queensland public sector Job Evaluation Management System (JEMS).

(k) Where directly relevant to the services delivered by the agency, criminal charges and convictions shall be considered, within the provisions of Section 9A of the *Criminal Law (Rehabilitation of Offenders) Act 1986*.

(l) Post selection feedback shall be provided to applicants on request.

(m) In addition, the recruitment and selection of Senior Executive Officers shall be subject to rulings issued by the Office of the Public Service.

6. EXEMPTION:

(a) The Commissioner may exempt specific jobs or categories of jobs or agencies from specific parts of this Directive.

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SUPERSEDED