



nsw commission for
children & young people

Recruitment & Selection Checklist

Organisations need to be able to find people who can create child-safe and child-friendly environments. Here are some suggestions on ways to find such people.

Recruitment

1. Write down the duties of the job

Regardless of whether the position is a paid job, a volunteer role, or a student placement, the role, the responsibilities and the skills required for a position need to be clear. Go to the resource on Suitability for Working With Kids Checklist for an example.

2. Advertise the position

Make sure you include a statement about the organisation's child-safe and child-friendly environment.

3. Obtain information from the candidate about their relevant experience and skills, reasons for wanting the job

Ask about their skills and about how they get on with kids. Go to the resource on Job Description for an example of an application form.

4. Have an orientation session for candidates

This can help people to see if they are suitable. You could invite kids to attend the orientation and observe the interaction between the applicants and the kids. Watch for approach, interaction, spirit of fun (or boredom) in activities and an inclusive attitude.

Selection

5. Have interviews

Ask applicants about their skills and relationships with kids (consider having a young person on the interview panel – go to www.kids.nsw.gov.au/info/1023238135_23997.html for information on involving young people on interview panels). Write down your questions before the interview. Go to the resource on Interview Schedule for an example of an interview schedule.

6. Conduct reference checks

Talk to people who know the applicant, or who have worked with him/her before. Ask about how he/she relates to children and young people. Reference checks are a very important selection tool and should not be rushed. Go to the resource on Interview Questions for a guide to reference checking.

Background Checking

7. Conduct all relevant checks

All workers in child related employment in NSW need to declare that they have not committed offences that prohibit them from working with children. Paid workers need a background check as well.

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