

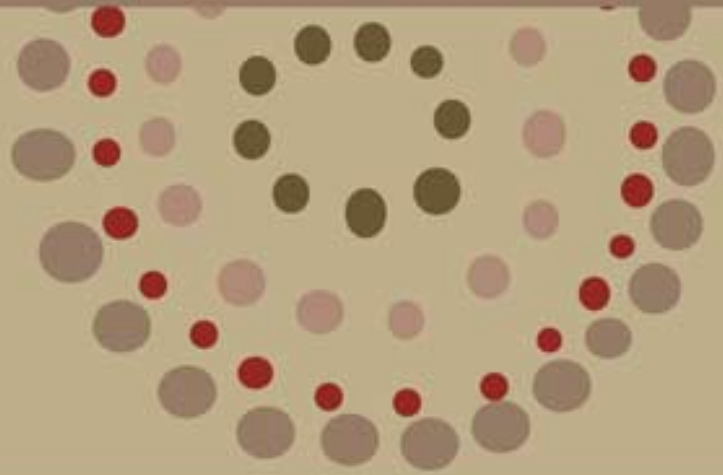


Australian Government  
Office of the Registrar of Indigenous Corporations

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# Checklist for selecting suitable applicants

—a guide for Aboriginal and Torres Strait Islander corporations



HELP FOR  
CORPORATIONS

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## Checklist for selecting suitable applicants

### Three crucial steps for effective and efficient recruitment for Aboriginal and Torres Strait Islander corporations

<b>Define</b>	<ul style="list-style-type: none"><li>• know your business and your corporation</li><li>• determine what is involved in the role</li><li>• determine the team's needs</li><li>• determine who you need in the role</li><li>• identify the opportunities and work through the options</li><li>• know your selection options</li></ul>
<b>Attract</b>	<ul style="list-style-type: none"><li>• know the labour market</li><li>• determine what's attractive about your corporation</li><li>• determine the selling points of the role</li><li>• write and place the ad</li><li>• prepare an application kit</li><li>• convert interest into quality applications</li></ul>
<b>Select</b>	<ul style="list-style-type: none"><li>• prepare for the selection process</li><li>• start the selection process</li><li>• hire staff</li><li>• retain your new staff member</li></ul>

Note: taken from *Get it right—a recruitment kit for managers*, Australian Public Service Commission, [www.apsc.gov.au](http://www.apsc.gov.au).

Planning for and completing each step in the process will ensure you can:

- identify the right skills and capabilities needed for the role
- advertise the role in a way that attracts the right people to apply
- run a selection process that is timely and selects the best person for the job.

The recruitment panel as a whole should discuss the characteristics and experience of its ideal candidate. At the same time you need to be flexible and forward thinking. You can sometimes receive an application that is not quite what you expect but you can see the applicant's skills may bring a fresh approach to the position.

Ultimately, you are looking for a person who:

- shows evidence of meeting the requirements of the position statement/description
- has the right temperament for the job and would fit in well in the existing team
- has the experience and qualifications for the job
- has references that confirm suitability.