

PRINCIPLES

We set out four guiding principles to underpin selection into our training programs

1 EXCELLENCE
Identify candidates with the capabilities and attributes to successfully complete the program and progress to competent independent practice as defined in our Standards Framework.

2 RIGOUR AND FAIRNESS
Use criteria and processes that are evidence-based, merit-based, transparent, current, sustainable, objective, equitable and procedurally fair.

3 EMBRACE DIVERSITY
Support a diverse range of candidates to apply for and progress through training in a culturally safe working environment.

4 CONTINUITY
Advocate for continued recognition of trainees who progress satisfactorily and support them to complete training.

INTERVIEW PRACTICES

Selection of a candidate into a training position is part of recruitment.

Your Human Resources Department can assist in planning your interview and advise on questions you should and should not ask.

Questions must focus on the requirements of the job and suitability for training and allow you to assess the skills and abilities of an applicant in relation to the requirements of the role.

Each applicant must be treated fairly and consistently.

- Ask clear, unambiguous questions that directly relate to pre-defined selection criteria and the position description or training program.
- Assess the candidate's suitability for the role based on objective criteria and on their demonstrated ability to undertake the key accountabilities listed.
- Behavioural questions using the SAR (situation, action, resolution) technique are encouraged.

ONLINE INTERVIEWING

Online interviews must meet normal standards but require different preparation. Forward planning and technical testing are key.

Prepare: Decide what online meeting platform to use well in advance. Set expectations with candidates beforehand and provide all the details and technical instructions they need.

Test: Work with your IT Department to ensure interviews are secure. Conduct a technical trial with enough time to adapt. Make sure the panel has the right login information and have been trained to use the platform.

Deliver: Conduct interviews in a quiet space, free of distractions. The panel should dress professionally, speak clearly and look into the camera when interviewing.



RACP trainee selection

Assessing candidates to predict success in an RACP training program and appointing them to a training position in a health service.

DECISION: Are they likely to successfully progress through training to independent practice?

Service employee selection

Assessing and appointing suitable candidates to jobs in a health service.

DECISION: Are they suitable for employment in a service role?

Selection Pulse Survey

- Ran for two weeks in Nov-Dec 2019
- 512 responses
- Responses from NZ and across Aus
- **74%** interviewed for advanced training
- **26%** for basic training positions



Key findings

73%
Found application information easily accessible

10%
asked about family planning

37%
confirmed there were pre-interview meetings

8%
asked about plans for extended leave

83%
considered panels were representative

In November 2019 we ran a survey on trainee selection experiences. The results indicated recruitment practices would improve if selectors followed these simple do's and don'ts.

TRANSPARENCY

Do: Ensure application information is easy to access and understand. This should include a copy of the position description.

APPROPRIATE QUESTIONS

Don't: Ask questions that relate to pregnancy or family planning or extended leave during the selection process.

REPRESENTATIVE SELECTION PANELS

Do: Build a diverse selection committee and panel to ensure a range of viewpoints are factored into final selection decisions.

PRE-INTERVIEWS

Don't: Hold informal meetings or 'pre interviews. Instead, organise group information sessions open to all applicants.

Go to racp.edu.au/selection to access the survey results and access local selection guidance resources

CHECK LIST

✓ Have all persons involved in selection received appropriate Human Resources and cultural competency training within the last three years? Is your selection panel diverse?

✓ Is your selection process:

- focused on the essential requirements of the role?
- consistent and fair?

✓ Is the application process outlined on your website?

- Is it easy to find and understand?
- Have you provided position descriptions with clear selection criteria?

✓ What have you done to minimise:

- collection of information not relevant to the candidate's ability to perform the duties and tasks required of them?
- personal bias?