

## 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.

Go to [racp.edu.au](http://racp.edu.au) to access the Selection into Training Policy

## INTERVIEW PRACTICES

Selection of a candidate into a training program forms part of the process of recruiting an employee.

Interviews are the main method for assessing a candidate's suitability for employment in a training position.

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

Questions should 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. Be aware of your legal obligations to avoid discrimination.

Each job applicant must be treated fairly and consistently. Avoid making assumptions.

- 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.

The Fair Work Ombudsman defines "Unlawful workplace discrimination" as occurring when an employer takes adverse action against a person who is an employee or prospective employee because of the following attributes of the person:

- race
- colour
- sex
- sexual orientation
- age
- physical or mental disability
- marital status
- family or carer's responsibilities
- pregnancy
- religion
- political opinion
- national extraction or social origin

Questions on any of these topics may be problematic, unless you can show a direct link between the question and the person's ability to perform the tasks required of them.



### 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?

## RECRUITMENT AND SELECTION STANDARDS

Members should comply with all our relevant standards, including:

**Professional Standards**, particularly:

- Communication
- Cultural competence
- Ethics and professional behaviour
- Judgement and decision making
- Leadership, management and teamwork

**Accreditation Standards**, particularly the requirement that trainee recruitment and appointment is fair, rigorous, well-documented, transparent, consistent, and non-discriminatory.

Our **Code of Conduct** requires that members:

- act honestly
- treat all other persons fairly and with dignity, courtesy, and respect
- not engage in any form of discrimination, bullying, harassment, or physical or verbal conduct which a reasonable person would find unwelcome, offensive, humiliating, or intimidating
- not ignore actual or perceived behaviour that may be in breach of the Code but act in good faith to identify and report any such behaviour
- support colleagues who identify and report such behaviours.

## CHECKLIST

✓ Have all persons involved in selection received appropriate Human Resources training within the last three years?

✓ Is your selection process:

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

✓ How have you accommodated applicants with special considerations?

✓ 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?

✓ What have you done to identify and avoid (potential and actual) conflicts of interest?