



Selection process

- Where there is funding and a requirement for a new position, a position description including selection criteria is developed prior to the commencement of the recruitment process.
- The selection process is confidential and clearly documented.
- The selection panel documents their review of all applications against the selection criteria, prepares a short list of applicants for interview, develops questions, conducts and documents all interviews, and collectively assesses all applicants interviewed, ranking them in order of suitability.
- The selection panel ideally includes the vacant position's supervisor and a balance of male and females. For funded positions the selection panel should also include a board member. For the appointment of a management position the selection panel should include two board members.
- Selection decisions will take into consideration First Nations Media Australia's diversity policy.
- For positions between 6 weeks and 6 months duration, an open, transparent and documented selection process is undertaken consistent with this policy. However, it is not necessary to convene a selection panel.
- Appointments to positions of 6 weeks duration or less (or equivalent) may be made directly by the General Manager. No competitive selection process is required.
- Ongoing appointments will be subject to a probation period of up to 6 months.

Related policies

- First Nations Employment Policy

Version	Date adopted/revised	Endorsement/Description of change
1.	21/3/2016	General Manager Daniel Featherstone 
	17/5/16	Endorsed by IRCA Board
2	6/3/198	General Manager Daniel Featherstone 
2	6/3/19	Endorsed by First Nations Media Australia Board