



Government of South Australia

SA Health

Southern Adelaide Local Health Network SELECTION PANEL REPORT

TO: MARK WALKER, MANAGER CORPORATE SERVICES- HOTEL SERVICES

Vacancy Details

Directorate/Division/ Department/ Ward/Team	Corporate		
Position Title	Casual PSA	Position Number	M54499
eRecruitment Req Number	856706	Classification	WHA-3

Broad Summary of the Position

The PSA is required to ensure work functions are consistent with daily work routines and schedules are maintained as per agreed procedures. The PSA contributes to the effective operation of the unit and must comply with food safety and cleaning standards

Advertising Details

Position was advertised as:

<input type="checkbox"/> Ongoing / Permanent			
<input type="checkbox"/> Temporary Contract (Up to 24 months Public Sector Act)	Up to: X Years	OR	End date: Insert date
<input type="checkbox"/> Temporary Contract (Up to 12 months for Weekly Paid)	Up to: X Months	OR	End date: Insert date
<input type="checkbox"/> Health Care Act 1-5 year contract (Project/Externally Funded)	Up to: X Years	OR	End date: Insert date
<input type="checkbox"/> Health Care Act – Temporary	Up to: X Years	OR	End date: Insert date
<input checked="" type="checkbox"/> Casual			
Hours per Week: 0			

Advertising Media:

<input type="checkbox"/> Expression of Interest (Internal)	Date Advertised:	Insert date***
<input type="checkbox"/> Expression of Interest (Whole of Govt) JobsSA	Date Advertised:	Insert date***
<input checked="" type="checkbox"/> Jobs SA	Vacancy Number:	856706
<input type="checkbox"/> External Media (specify):	Insert type, i.e. Advertiser	Date Advertised:
<input type="checkbox"/> Other (specify):	Insert type, i.e. graduate register	Date Advertised:

Closing Date: 29 February 2024

Applicant Details

The advertisement has attracted a large number applicants. An automatic response was sent to applicants via eRecruitment acknowledging receipt of their application.

Panel Composition

The selection panel comprised of:

Chairperson:	Louise Crittenden, Business Support Manager FMC
Panellist:	Shae Benton, Senior Corporate Support Officer FMC

The Selection Process – summarise the selection process

All merit-based selection processes are to be open, competitive and free of bias, unlawful discrimination, nepotism and patronage - and decisions must be capable of objective review. In practice this means that agencies should document all stages of the selection process and ensure that such information is readily available for audit or review. The rationale for selection decisions should be clear and transparent. (extract from Determination 1 Commissioner for Public Sector Employment)

Shortlisting describe how the panel determined the shortlist for example: Each Panel member received a copy of the applications and employee declarations from eRecruitment to consider and examine on an individual basis the relative merit in accordance with the requirements of the role.

Following phone assessments and discussion, the panel completed the shortlist and agreed that the following applicants would be short listed for interview.

Shortlisted applicants

1. Sofia Mestizo

Candidates who were not shortlisted did not meet the essential criteria or did not meet it to the same extent as the above candidates. A complete list of candidates is available on the approved eRecruitment Requisition.

Selection Methods/Techniques

The panel agreed on the following selection technique(s) to assess the individual merits of those shortlisted applicants:

- Written applications
- Interview
- Presentations / exercises / demonstrations / role plays (provide brief summary of method used)
- Skills / Aptitude tests / Assessment Centre (provide brief summary of method used)
- Other testing (provide brief summary: (provide brief summary of method used)
- Reference / Referee checking
- Other (provide brief summary of method used)

Shortlisted applicants were asked a set of 7 questions over the phone before further shortlisting for face to face interviews occurred.

Question Design

The panel discussed and designed interview questions, which directly related to the person specification and to ensure all members were conversant with the selection process and the merit principle. In particular the panel agreed that the priority factors to investigate further at interview were:

1. Knowledge and understanding of role
2. Transferrable skills - current and past work experience
3. Team work in Health Care
4. Flexibility
5. Reason behind application

Interviews

Interviews were arranged for **Friday 12th of May 2024**

Referee Reports

At the conclusion of the interviews, the panel agreed to seek **0** referee reports on the preferred applicants.

Decision Process *(describe the process)*

The panel met after the interview, and the decision making process involved panel members systematically evaluating and discussing all information in relation to the requirements in the role description.

The decision was unanimous and a summary of the relative merit of the applicants for the position is detailed below.

NB: Where one or more panellists has/have dissenting views a "minority report" may be attached.

Assessment of Interviewees – see the [helpful hints here](#)

The following assessments of the shortlisted applicants were made:

Panel 1

Sofia Mestizo – RECOMMENDED

Sofia presented well at the interview. She had a good understanding of the role and responses to the interview were good.

Sofia is recommended for a casual PSA position

Criminal and Relevant History Screening/ Registrations/Licences/ Qualifications (Tick to confirm complete or N/A if not relevant to this role)

Recommended applicant has the required Criminal and Relevant History Screening check/s in accordance with the SA Health Criminal and Relevant History Screening Policy Directive.
NB Criminal and Relevant History Screening check/s must be received and assessed prior to an offer of employment being made.

Recommended applicant is eligible to apply for the position, and original evidence of essential qualifications/ licences/ registration has been sighted (if applicable)

Pre-Employment Declaration (via eRecruitment application or separate form if outside eR) is completed and reviewed

Relevant Medical positions have gone through the appropriate credentialling process (Credentialling evidence to be attached to the Contract Request Form)

Pre-Employment Health Assessment & any other follow up immunisations completed (*please refer to the Health Assessment Form*)

Job capacity statement reviewed (where relevant)

Recommendation *(amend as required)*

It is therefore recommended that **Sofia Mestizo** be nominated for appointment on a casual basis for the position of Casual PSA, at WHA-3 classification level.

If you concur please approve by signing as delegate below.

Panel members:

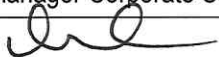

Louise Crittenden
CHAIRPERSON


Shae Benton
PANELLIST

Delegated Approval

I acknowledge that the position I currently occupy has the delegated authority to approve this document as per current HR Delegations.

APPROVED / NOT APPROVED [Please note the chairperson cannot approve the panel report, it must be referred to a higher level Delegate]

Name	Mark Walker		
Position title	Manager Corporate Services, SALHN	Delegation level	3
Signature		Date	18/4/24

Note: The recommendation must be on the same page as the panellists' and delegate's signatures. Ensure all documents relating to the selection process are available to the Delegate.

Post Approval

- Following Delegate's approval – Chairperson to advise preferred candidate of outcome, subject to 7 day appeal period, where applicable.
- Chairperson to advise remaining interviewed applicants of outcome and offer feedback.
- Chairperson to complete appropriate HR Form i.e.
 - New Employee Advice and other documents as relevant (new employee) **OR**
 - Employee Change Advice (existing employee appointed for more than 6 months) **OR**
 - Higher Duties form (existing employee appointed for less than 6 months) and submit to HR via Health.SALHNHumanResources@sa.gov.au
- Chairperson to load PDF copy of this approved Selection Panel Report to the eRecruitment Requisition "Documents" tab

Version control and change history

Version	Date from	Date to	Amendment
V1	10/07/17		
V2	21/08/17		Recommendation section updated. Post approval section added
V3	18/09/17		Amended post approval section