



## **POOL RECRUITMENT**

### **General Information for Applicants**

#### **What is pool recruitment?**

Pool recruitment refers to a number of persons being selected by a panel as suitable to be considered for appointment to fill future permanent or temporary vacancies similar to the position advertised.

#### **How does the pool operate?**

Pool recruitment is in accordance with the *Public Sector Management (Breach of Public Sector Standards) Regulations 2005* and the Employment Standard. These documents can be viewed by visiting <http://www.publicsector.wa.gov.au>

Generally, a pool operates for a 6 to 12 month period from the date of initial placement into the pool (unless otherwise specified in the job advertisement). Appointment from a pool to a vacancy is not automatic. Only those applicants who have been assessed as suitable through a merit selection process that complies with the recruitment, selection and appointment standard can be considered for selection to a pool. Suitable applicants will be placed into a pool and offered positions as they arise. As vacancies arise redeployment clearance is sought prior to any offer being made to a pool applicant. Pool applicants do not have a 'right of review' against decisions made to appoint from the pool.

Once the period of the pool expires any remaining applicants in the pool will need to re-apply to be considered for appointment.

#### **How will I know if I have been appointed to a pool?**

All applicants will be advised in writing of the outcome of their application at the conclusion of the recruitment and selection process. You will receive advice that you have been recommended for appointment to a pool or that you were unsuccessful for appointment to a pool. At this point unsuccessful applicants will be given a 4 day review period in which they have opportunity to lodge a breach of standards claim against the recruitment and selection process. A breach of standard claim can only be made against the recruitment and selection process and not against a decision to appoint from the pool. It is important to note that if you are appointed to a pool, you are not deemed an employee (if external to the public sector), nor promoted (if an existing public sector employee), until such time as you are appointed to a specific position within an agency.

#### **Need more information?**

Information on Appointment to a Pool can be found here

<http://www.publicsector.wa.gov.au/SiteCollectionDocuments/Appointment%20Pool%20Guidelines.pdf>