



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 (Examination and Review Procedures) Regulations 2001* and the Recruitment, Selection and Appointment Human Resource Standard. These documents can be viewed by visiting <http://www.wa.gov.au/opssc/>.

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. After receiving redeployment clearance to fill a vacancy, management must determine the suitability of the pool applicants for the current vacancy. If a pool applicant is deemed suitable then a report is submitted a delegated officer substantiating why an applicant from the pool is considered "suitable and recommended" for the vacancy to be filled. The delegated officer considers the recommendation and may appoint the recommended applicant. Pool applicants do not have a 'right of review.' If none of the pool applicants are deemed suitable then the position may be advertised. If the position is advertised, applicants in the pool will need to re-apply to be considered along with the other applicants responding to the advertisement.

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 process. You will either receive advice that you have been recommended for a position, recommended for appointment to a pool, or that you were unsuccessful for the advertised position and not appointed to a 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.

Can I submit a breach claim in regard to pool recruitment?

Yes, however, only during the review period. When you are advised in writing of the outcome of the selection process for the advertised vacancy (refer to '**How will I know if I have been appointed to a pool?**'), you will also be advised of the review period in which you can obtain feedback on your application and submit a breach of standards claim. Claims cannot be accepted after this review period, and do not apply to any future appointment from a pool to a vacancy.

Need more information?

Information on Breach of Public Sector Standards can be found here:

<http://www.opssc.wa.gov.au/publications/agencyguide.htm>