

Pool Recruitment

What is a Pool?

A pool is a selection tool that allows Landgate to conduct a single recruitment process to find suitable applicants to fill current and/or future vacancies that are similar to the position advertised.

How does the Pool operate?

A pool operates in accordance with Public Sector Management Regulations and the Recruitment, Selection and Appointment Human Resource Standard. These documents can be found by visiting <http://www.wa.gov.au/opssc/>.

A pool will usually operate for a maximum of 18 months. This allows for retesting of the employment market within a reasonable time period.

How will I know if I have been appointed to a Pool?

All applicants are advised in writing at the conclusion of the recruitment process. You can expect to receive advice that you have been recommended for a position, recommended for inclusion to the pool or that you were unsuccessful for the position and not included in the pool.

Appointment from the Pool

Appointment from a pool to a vacant position is based on suitability, availability, operational requirements. Work related factors could also be looked at when this decision is made.

For example an Administrative Assistant position becomes available.

- 1. Bill, the Manager of the area contacts Workforce Services to see if he can fill the position from an existing pool for a similar position.*
- 2. Workforce Services will advise the Manager if a pool is in existence and provide the manager with a list of suitable applicants and allow the manager to view their applications and the selection report.*
- 3. Bill goes through the information, taking into consideration operational requirements and chooses a suitable applicant.*
- 4. The applicant may then be offered a fixed term, permanent or secondment position.*

Additionally, if a pool applicant indicates that they are not available for a particular type of work, that person would remain in the pool and may be placed when a position matching their work preferences arose.

For example, if a person was not seeking part-time work and there were only part-time vacancies available, that person would remain in the pool pending the availability of a vacant position that matched their preferences.

Who can I contact if I have any questions?

Please contact a HR Specialist - Recruitment on (08) 9273 7064 or e-mail hr.enquiries@landgate.wa.gov.au if you require more information regarding pool recruitment.