

DELIVERING OUR TRANSPORT FUTURE NOW

GUIDE TO RECRUITMENT POOLS IN TRANSPORT SERVICES DIVISION



Transport Services Division is creating a number of **Recruitment Pools**.

This means that we are recruiting both for **current** and **future** vacancies in several areas.

Most recruitment pools involve external and internal public sector **advertising**.

If you are a **recommended candidate** for a position for which a recruitment pool is being formed (i.e. a selection panel has assessed you as meeting the selection criteria and suitable for appointment) you can be included in the recruitment pool and approached to fill vacancies as they arise for the duration of the recruitment pool.

A selection panel may recommend a candidate who meets the essential criteria for appointment in some work environments rather than others, based on a candidate's skills and experience. This assessment will be communicated to you when you are invited to join a recruitment pool.

Each recruitment pool will be **open for a year** from the point of advertising and applications can be made at any time during the year.

All recruitment pools will be administered by Divisional Human Resources staff who will provide a **point of contact** for all those in the recruitment pool and will be in regular contact with you to check your employment status and confirm your continuing participation.

Recruitment into a recruitment pool involves the same **merit selection** process as for direct appointment to an individual position. Only candidates who are highly regarded as potential employees will be placed in the recruitment pool.

Some more generic positions (such as PO2 Engineer) are available in a number of work units and environments. You should consider each of the descriptions of the **work environment** provided by unit managers to give yourself the widest options for placement.

You are strongly encouraged to consider **regionally based positions** and to indicate in your application if you are willing to take up a position in a region and your preferred locations.

If you are in a recruitment pool, you may be asked to attend a **second interview** during which the line manager might assess how you will fit into the particular job and work team. We call this a **placement interview**. This may be held face to face or by phone.

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Declining an offer for a position does not mean you will be penalised in having other offers made to you. It may mean that you have a better idea of what you are looking for, and through discussion, we may have a clearer picture of what a good match might be.

You may **withdraw** from a recruitment pool at any time.

Being placed in a recruitment pool does not preclude you from pursuing other positions in DTEI or TSD which might be advertised.

If you're still interested after a year, even if no positions become available, you can reapply and be reconsidered in the recruitment pool in the next year. You cannot simply be rolled over into the next recruitment pool without reapplying (and updating your CV).

If you apply for an individual position which is advertised and are recommended as **suitable but not the preferred** candidate and therefore not appointed, you may still be approached to join a recruitment pool for comparable positions, depending on the match between the requirements and duties of the position. If this occurs there is no need for you to reapply for inclusion in the pool and subsequent access to other positions which become available over the year.

Transport Services Division will be **evaluating the operation** of recruitment pools over 2009 and you may be asked to provide feedback on the experience as a contribution to the improvement of the system.

Positions for which recruitment pools are to be established (as at 20 March 2009)

ASO3 Administrative Officer/Project Support (Eligibility: South Australian Public Sector Employees Only)
M7 & M8 Electricians, Electrical Assets
M6 & M7 Electricians/Technicians Electrical Assets
PO1 Graduate Engineers (for 2010 intake)
PO2 Structural Engineers
PO2 Project/Site Engineers
PO2 Traffic Engineers
PO2 Engineer Operations
PO3/ASO6 and above Project Manager
PO3/ASO6 and above Contract Manager
TGO0/1 Technical Officer (Technical Officer Development Scheme)