

Recruitment Checklist for DEP Supervisor

The DEP recruitment process is divided into five stages: Identifying potential positions, sourcing and selecting suitable candidates, offer of employment and induction of new employee.



This checklist is designed to assist new DEP supervisors in understanding and navigating the DEP recruitment cycle.

DEP PARTICIPANT NAME	
SUPERVISOR NAME	
IDENTIFY STAFFING NEED	ACTIONED
<ul style="list-style-type: none"> Identify a gap in staffing that requires entry level assistance. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Create a job brief for the position. Do not use a job description, only note the essential requirements of the role, the daily responsibilities and what it should achieve in the next 12 months. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Share the job brief with your colleagues to ensure the team understands what the participant will be responsible for on a day-to-day basis. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Request pre-approval of DEP funding from OCPE via email to swpd.ocpe@nt.gov.au (as DEP budget is limited). Once approved, funding can be reserved for a reasonable period. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Complete the free online MyLearning courses on Disability Confidence Training and support immediate team members to also complete the training. 	<input type="checkbox"/>
SOURCING	ACTIONED
<ul style="list-style-type: none"> Contact a DES Provider (a list of DES Providers is available in Appendix B of the DEP Guidelines for Agencies). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Provide the job brief to the DES Provider and discuss requirements of the role. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Assess skills and suitability of identified candidates 	<input type="checkbox"/>
<ul style="list-style-type: none"> Discuss any workplace adjustments that may be required. Refer to the Workplace Adjustment resources for further information. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Discuss and negotiate hours candidate can work. Note: Hours must be confirmed by OCPE prior to offering employment. 	<input type="checkbox"/>

SELECTION	ACTIONED
<ul style="list-style-type: none"> Complete a Request for Funding application in Appendix A of the DEP Guidelines for Agencies 	<input type="checkbox"/>
<ul style="list-style-type: none"> Send completed form to OCPE at swpd.ocpe@nt.gov.au for final approval 	<input type="checkbox"/>
OFFER	ACTIONED
<ul style="list-style-type: none"> Once funding is approved, advise DES Provider and participant of job offer 	<input type="checkbox"/>
<ul style="list-style-type: none"> Create a contract request (Non-Advertised RTF) in e-Recruit under Determination 2 of 2015 for the contract period approved by OCPE 	<input type="checkbox"/>
<ul style="list-style-type: none"> Negotiate workplace support with DES Provider 	<input type="checkbox"/>
<ul style="list-style-type: none"> Complete Training and Development Plan with DEP Participant 	<input type="checkbox"/>
<ul style="list-style-type: none"> Send a copy of the Training and Development Plan to OCPE within four weeks of commencement 	<input type="checkbox"/>
INDUCTION	ACTIONED
<ul style="list-style-type: none"> Ensure supervisors, managers and team members are suitably briefed on the new employee and have completed Disability Confidence Training 	<input type="checkbox"/>
<ul style="list-style-type: none"> Ask DES Provider to assist in the induction process - Provide workplace induction as you would any employee being mindful of any workplace adjustments that may be required 	<input type="checkbox"/>
<ul style="list-style-type: none"> Set up weekly meetings with DEP Participant to support their transition into the role and track their progress 	<input type="checkbox"/>

Further information

For queries, please contact swpd.ocpe@nt.gov.au