



Recruitment

Policy:

Recruitment can be done internally (through referrals or inventories) or externally (through open job advertisements or recruitment agencies). The decision to commission a recruitment agency (\$6,000 plus) is a key decision but it has financial and capacity implications.

The responsibility of appointing the Executive Director remains with the officers of the Board (President, General Secretary and Treasurer). The job description is approved by the Board.

The responsibility of appointing the Central Administrative Office staff/consultants is that of the Executive Director who can request relevant Board members (or senior member of IASP) to assist in the process of recruitment and selection. The job description is the responsibility of the Executive Director.

Salary structures (based on public sector UK and USA) are approved by the Board within the normal budgetary processes. A six-month probationary period consist of:

- induction to IASP process (3 months);
- relevant period of training within the job;
- reviews held monthly by the appropriate manager;
- 6 monthly review completed by the Executive Director or line manager;
- appointment confirmed or otherwise.

IASP is committed to equal opportunities at every selection stage including the Board, working groups and pro bono consultants.