






Recruiting for Capability Factsheet

This factsheet is intended to assist employing parliamentarians and authorised officers to understand the HR advisory services provided by the Parliamentary Workplace Support Service (PWSS) during a MOP(S) Act recruitment process.

Recruiting the right people is key to establishing a well-functioning office. The PWSS [Recruitment and Selection Guide](#) (the Guide) details capability-based recruitment processes aligned with best practice principles. It also provides step-by-step guidance and templates to support you in managing each stage of the recruitment process.

While the PWSS is here to provide advice and assistance, certain responsibilities remain with you as the employing parliamentarian (or authorised officer) as per the table below.

| STAGE | PARLIAMENTARIAN OR AUTHORISED OFFICER | PWSS HR ADVICE |
|---|--|--|
| | <i>Determines the duties and capability requirements for the role, assesses suitability of applicants and communications decisions.</i> | <i>Acts as a recruitment adviser (where requested).</i> |
| Plan  | Using the Recruitment and Selection Guide , define role requirements and craft the job description for PWSS review . | Provide recruitment advice, resources and review job descriptions and advertisements. |
| Advertise  | Coordinate digital (online) advertising (e.g. LinkedIn, Seek) for non-ongoing and casual vacancies. Coordinate print media advertising for all vacancies. | Coordinate digital advertising for ongoing vacancies. Coordinate advertising of all roles on the MOP(S) Act Career Opportunities Page. |
| Assess  | Review applications, make shortlisting decisions, schedule interviews and record outcomes. | Provide advice and assistance throughout the assessment process which may include shortlisting, interviewing, recording assessment outcomes (or scribe) and conducting reference checks (where requested). |
| Engage  | Make hiring decisions, use template to draft letter of offer, notify unsuccessful candidates and provide letter of offer to preferred applicant. | Review draft letter of offer (where requested). |
| Onboard  | Review employment contract email submitted by preferred applicant and forward onto MaPS along with approval (if approved). Plan for the employees' first day and induction. | Provide advice as required. |

Support

The PWSS is here to support you during a MOP(S) Act recruitment process. Whether you are planning, advertising, shortlisting, interviewing, or conducting reference checks, our team offers HR advisory services and assistance tailored to your needs. Contact us on 1800 747 977 (option 2) or email hr@pwss.gov.au.

Resources

Self-paced resources are available to help you confidently manage a recruitment activity at your own convenience. These include resources and templates to support each step of the process:

1. [Recruitment and Selection Guide](#)
2. [Ongoing job description template](#)
3. [Non-ongoing job description template](#)
4. [Assessment template](#)
5. [Reference checking template](#)
6. [Letter of offer template - working for a Minister or Assistant Minister](#)
7. [Letter of offer template – MOP\(S\) Act Employment](#)

Document Control

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