








Recruiting for capability

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 MOP(S) [Act 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	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 consultant and scribe (where requested).</i>
Plan 	Using the Recruitment and Selection Guide , define role requirements and craft job description for PWSS review .	Provide recruitment advice, resources and review job descriptions.
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 MOP(S) Act Career Opportunities Page.
Assess 	Review applications, make shortlisting decisions, schedule interviews and record outcomes.	Provide general advisory throughout assessment process, record assessment outcomes (or scribe) and conduct reference checks .
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.
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 advisory support 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](#)