



Understanding the EOI process

Recruiting a team member through the EOI process is similar to that of a full recruitment process—applicants must be offered the role on a merit-based outcome following an application and selection process. All EOIs must comply with the [Recruitment and Selection Directive 07/23](#).

The following information provides an overview of the process and expectations of those involved in it. If you have any questions relating to EOIs, please email the Human Resources Business Partners (HRBP) team via hrbp@youthjustice.qld.gov.au for assistance.

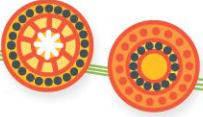
Approval and advertising

- Review the [Recruitment and Selection Directive 07/23](#) to consider alternatives to an EOI.
- The EOI is approved by the HR delegate.
- The approved EOI is submitted to the HRBP team using the EOI advertising template—kickstarting the advertising process.
- The role profile must be included in the advertisement.
- The EOI is sent from the HRBP team to the Strategic Communication team to be advertised internally to the department via email.

Please refer to the EOI template below to help you get started. All sections in **YELLOW** require your attention.

Please copy and paste into an email and send the completed template back to the HRBP team by 2pm on Friday for publication the following Monday.

<p>Position title, business area location (classification level)</p> <p>Reference number: EOI XX/XX</p> <p>Expressions of interest are sought to backfill the role of Role Title, Org Unit for the period of DD Month Year to DD Month Year (inclusive) with/without the possibility of extension.</p> <p>This temporary vacancy is open to EOIs and, accordingly, any appointment (and extension to this appointment) will not extend beyond 12 months.</p> <p>As the Role Title, you will:</p> <ul style="list-style-type: none"> • dot point 1 • dot point 2 • dot point 3. <p>The Role Title reports to the Position Title.</p> <p>To apply, please provide a copy of your CV (including two referees) and a one/two-page statement detailing why you are interested in the position to Name and Email of Contact Person.</p> <p>Application due by: COB Date</p> <p>Contact: Contact Person Phone Number</p>
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Selection

- The EOI selection process is the same as it is for a traditional recruitment process—a selection strategy needs to be chosen and include at least two methods of assessment. For example, a written application and interview.
- Short-list applicants and then progress chosen selection strategies.

It is highly recommended that an interview or at minimum, a conversation (face-to-face or virtual) takes place between the applicant and the panel. This helps assess the applicants' attitude, feelings and motivations and will assist the panel in making the right hiring decision for the team. Interviews or informal meetings also allow the candidate to clarify their perceptions of the role and ask questions.

Panel

- If a panel interview is required, the panel should be made up of at least two people—it is preferable that one member of the panel be external to the business unit (where possible).
- The exception to this is if the role is AO6 or above, you will require three people on the panel, with one being external to the business unit.
- Panel members need to ensure they declare any conflicts of interest.

Documents

- The [EOI Suitability Assessment form](#) must be used to document the panels assessment. This form requires less detail than the full selection report. However, it must still justify the outcome based upon the candidates' merit.
- Recruitment documents must be kept for a period of seven years in accordance with the [General Disposal and Retention Schedule \(GDRS\)](#).

Approval and offer

- HR delegations for EOI appointments are the same as for any appointment to an advertised role.
- When offering an opportunity to a DYJ employee from another business area, please ensure a discussion occurs with their current supervisor regarding release dates and so on.
- Any extensions to appointments should be discussed with the releasing manager prior to any offer being made to the employee.