



What's new?

New email address for selection report helps keep recruitment timely

A new email address has been established to allow panel convenors to submit their completed and signed selection reports electronically to Workforce Services Section (WFS). The new email address can be accessed from the DEC outlook address book by searching for 'selectionreports', or by clicking on the address below:

selectionreports@dec.wa.gov.au

The submission of selection reports via email will enable WFS to complete compliance checks of recruitment processes prior to vacancy files being received. Since vacancy files may take up to one week to arrive from some regional areas, this will reduce the amount of time taken to finalise appointments.

Once compliance checks have been completed, WFS will email selection reports plus the written applications of recommended applicants to delegated officers for approval of the recommendations. Panels will be advised by WFS once approvals have been received, and will then be able to access the approved report via the RAMS-Candidate Management System for the purposes of providing feedback to applicants.

When emailing selection reports, panels should ensure that the subject line includes the vacancy file number, position title and position number.

Please contact Tanya Mercer, Senior Consultant Recruitment and Establishment on (08) 9334 0310 for further information.

Workforce services officers (WFSOs) – Changes for May

From 3 May, Ying Lim will replace Kylie Zinella in supervising the activities of the Workforce Services Officers while acting as Coordinator Workforce Services.

Scott McMahon will be responsible for the alphabet grouping L-Mc.

Melinda Martin/Champa Kulasekera will be responsible for the alphabet grouping A-C.

Britney Herbert will be responsible for Overtime.

Michelle Chin will be responsible for Wages.

All other WFSO roles are unchanged.

For a full listing of the alphabet groups and contact details for Workforce Services Officers, please view our Contacts list at

http://intranet/csd/People_Services/ws/Documents/Contacts%20-%20WFS%20Section.doc

New look web kiosk departure checklist allows faster processing

DEC's Web Kiosk Departure Checklist has recently been updated with a new look and faster processing capacity. Employee departure notices are now contained in a table format that is similar to the leave approvals table. Users can action notices in bulk and on the one screen, with just one click now required for each departing employee to indicate that the necessary action has been completed.

For further information, please contact Milwant Gill on (08) 9334 0187.



Upcoming events

Regional Awareness and Accessibility Program 2010

In 2010 the Ombudsman will be visiting the Kimberley region in May and Great Southern Region in October.

The program is coordinated with the work of other relevant accountability agencies including the Public Sector Commission, Office of the Public Sector Standards Commissioner, the Office of Health Review, the Office of the Information Commissioner and the Commonwealth Ombudsman.

The following activities will be undertaken as part of each regional visit:

- a seminar for public sector agencies and local governments aimed at strengthening the links between our accountability agencies and the regions
- a similar seminar for community groups
- training of public sector agencies on complaint handling
- complaints clinics where members of the public may bring their concerns
- individual meetings with key regional stakeholders.

Prior to each visit, regional offices will receive an invitation for staff to attend. If you would like further information about the program please go to http://www.ombudsman.wa.gov.au/CPS_Info/RAAP.htm.

Reminders....

Exit questionnaires and pre-exit checklists

We would like to encourage all staff to complete an exit questionnaire should you decide to leave.

Your feedback is important to us and will provide DEC with the opportunity to identify how we can improve and retain our people. Employees who leave are the key source of this information and the exit questionnaire is an opportunity to have your say about your experience with DEC.

Completion of the questionnaire is voluntary; however, the feedback we receive will help DEC better understand the reasons why people are leaving, determine how we can improve our work practices and develop future strategies for staff retention and development. The contents of all exit questionnaires will remain strictly confidential.

It is essential that both managers and staff complete the pre-exit checklist to ensure all necessary DEC equipment is returned and access to DEC systems is no longer valid upon leaving.

The exit questionnaire and pre-exit checklist are available on the People Services Branch intranet page: http://intranet/csd/People_Services/ws/payroll/Pages/Exit-Interviews.aspx. Managers should encourage their staff to complete an exit questionnaire before leaving the department.

Employee induction survey

Hopefully you are all now aware of and have accessed the new online employee induction program that has been designed to support our staff in their first weeks of employment with DEC.

The employee induction survey is an important part of the program. The information you provide will greatly assist DEC in evaluating the effectiveness of the program and possible improvements. We would like to strongly encourage all staff to complete a survey when they have finished the online induction and send it to Chloe Shugar, People Services Branch via email chloe.shugar@dec.wa.gov.au or post.

If you haven't already completed a survey and would like to do so, please go to: http://intranet/csd/People_Services/Induction/default.aspx.