

PREPARE

Recruitment pool

Quick reference guide

Purpose of a recruitment pool

A recruitment pool, also known as a 'talent pool', is a group of applicants (either currently employed in the public service or not) who have been assessed against capabilities at a certain level through a comparative assessment and external advertisement (i.e. advertised in a form that was accessible to the general public).

Recruitment pools enable hiring managers to source an applicant without further advertising, which can significantly reduce the time and cost it takes to fill a role via external advertisement.

Recruitment pools can be created as a result of a recruitment action at public service, department or agency level.

Utilisation of recruitment pools

Under section 19 of the *Government Sector Employment Rules 2014*, a recruitment pool can be utilised for the appointment of ongoing, term and temporary roles.

Direct appointment of an applicant from the pool without further capability-based assessment can occur, however for long-term or ongoing roles, we recommend a capability-based behavioural interview to ensure fit with organisational and role requirements.

Note: Two referee checks must also be completed prior to appointment. Referee checks that were previously completed as part of the initial comparative assessment can be utilised.

Recruitment pools are only valid for a period of up to 18 months. If an applicant is placed on a recruitment pool it does not guarantee that they will be offered employment.

Top tips

- Recruitment pools can decrease the time to fill a vacancy
- Unlike eligibility lists, recruitment pools are not ranked in order of merit
- It is not mandatory to complete reference checks for applicants on a recruitment pool unless activated
- The Public Service Commission have established a number of pools across the NSW Public Service that can be utilised

Activating a recruitment pool

The following steps can be taken to activate a recruitment pool:

- 1) Contact the relevant team for the vacancy you are looking to fill, with details of your request to activate a recruitment pool, i.e. role grade/band, specialisation, agency/public service pool
 - a) Corporate Recruitment (non-executive roles): Corporaterecruitment@det.nsw.edu.au.
 - b) Executive Recruitment (executive roles): ExecutiveManagement@det.nsw.edu.au.
- 2) If there is a recruitment pool available, the recruitment team will provide you with the recruitment pool spreadsheet and documents (including applicant cover letter, resume and comparative assessment report). Review these to determine if there is a suitable applicant for the vacancy

- 3) Contact suitable applicants from the spreadsheet to confirm if they are interested in the position
- 4) Meet with shortlisted applicants to conduct a behavioural interview if applicable (no panel required)
- 5) Ensure all mandatory employment screening, including reference checks and verifications are completed
- 6) Appoint the preferred applicant by completing a Role Request form to fill the position via a recruitment pool.

More information

PSC Talent pools

<https://www.psc.nsw.gov.au/employmentportal/recruitment/recruitment/guide/planning/talent-pools>