



Australian Alpine Training Institute

Employee Recruitment Procedure

The Australian Alpine Training Institute is an Equal Opportunity employer. In accordance with this policy, The Australian Alpine Training Institute subscribes to the following concepts of:

- Equal pay for equal work;
- Prohibition of discrimination in all areas of employment

The Australian Alpine Training Institute has in place policies and procedures to ensure that advertising and marketing meets both the Australian Alpine Training Institute guidelines, as well as the national guidelines and protocols as required by the Australian Recognition Framework.

The following procedure will be followed when recruiting employees:

- An advertisement will be placed in a newspaper, clearly stating the requirement of the position;
- Prospective employees will be encouraged to respond by a particular date. Requirements for the application will be specified;
- Once application has been received, each potential employee will be ranked according to a set of defined criteria compiled in relation to the Australian Alpine Training Institute job description;
- Applicants that rank highly will be contacted, and an interview arranged;
- Unsuccessful applicants will be notified by email.