

PROJECT SCAFFOLD - BEST PRACTICE

(Note: Areas is green for office use only)

Organisation contributing the best practice

Organisation name:		Huis Herfsblaar		Best Practice Ref. Nr.		5053/006/026	
Information provided by:		PJ Tredoux		Date:		06/05/2022	
Contact email:		hr@huisherfsblaar.co.za		Role within organisation:		HR Manager	
Contact number:		012 333 4445 x113		Contact number:		012 333 4445 x113	
Stage of BP development:	Submitted	X	Under Review	X	Clarification	Legal Review	Sector Contributions
							Published

BEST PRACTICE

Name of Best Practice	Recruitment and Selection
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1. This proposed best practice is primarily related to (please tick 2 most applicable boxes):

What Customers want or value		Finances / Costs		Business Processes	x	Staff	x	Systems	
Organisation Structure		Quality of care		Care Service Delivery		Health & Safety		Morale	
Other: Please indicate									

2. Context: Share information to give more context in relation to where this specific practice is used in your organisation.

Urban	Y	Rural	N	Number of Social Grant Recipients				0	
Care centre	x	Independent Living	x	Assisted Living	x	Nr. of In-house staff	377	Nr. of Outsourced staff	9
Nr. of rooms	175 Flats 69 Town houses	Nr. of beds	175 Frail						

3. Description of best practice:

3.1 Share as much detail as possible. Where appropriate, please indicate resident participation, involvement, benefit etc.	
Interview process for selection of possible new employees. Residents on the Board of Trustees with applicable background knowledge form part of the interview panel to assess applicants.	
3.2 Why did you develop this best practice? Please describe the challenges, constraints or bottlenecks that led to this.	
To involve the Board of Trustees/residents in the selection of new candidates for employment.	
3.3 Why do you consider this to be a best practice? E.g., Outcomes noted	
Residents have a say in the persons that are employed in the organization, and form part of an unbiased interview committee. Utilize skills and knowledge of the residents.	
3.4 Do you consider this to be compliant with the current Older Persons Act?	
Yes	No
If Yes, which portions does it comply with?	If No, which portions does it not comply with?
I do not know	
3.5 How long has this practice been used within the organisation? (state period in years)	
2 years	
3.6 What are essential aspects in the organisation that directly support / maintain this practice?	
Structured interviews and objective views from interview panel for fair and unbiased interview process	
3.7 What are the benefits for your residents and/or staff and other stakeholders?	
Residents feel that their knowledge is of use, and they feel valued. Staff and other stakeholders see that the recruitment and selection process is procedurally fair.	
3.8 What lessons were learned?	
Residents still have a valuable contribution to make with all their knowledge and experience	