



Recruitment and Selection

Contact Officer Manager, Staffing and Recruitment

PROCEDURE	Purpose	To outline the procedures at each stage of the recruitment and selection process.
	Procedure Employing Manager Committee Chair	<p>ADVERTISING</p> <p>Position Description</p> <p>Prior to advertising managers should ensure that a Position Description for general staff positions or a discipline profile for academic positions is developed or reviewed. Position descriptions are to be evaluated by Human Resources prior to commencing recruitment action.</p> <p>Selection Criteria</p> <p>Prior to advertising, selection criteria should be developed or reviewed and approved by the relevant supervisor. Selection criteria should consist of the critical skills, knowledge, qualifications, experience and attributes required for competent performance.</p> <p>FORMING THE SELCTION COMMITTEE</p> <p>Selection Committees should be constituted with the following in mind:</p> <ul style="list-style-type: none"> a) representative with relevant and sufficient expertise in the area of appointment; b) representation which reflects the reporting relationship with the position being recruited; c) representation from outside the Division/Office or the University to ensure a broader view of the process; d) every effort should be made to ensure Selection Committee members include people from diverse backgrounds i.e., Aboriginal or Torres Strait Islander, people who speak a first language other than English, and people with disabilities as appropriate to the circumstances; and e) gender balance. <p>All Selection Committees should have at least three members.</p>

In addition to the above Selection Committees for Academic appointments at the level of: **Professor and Associate Professor** should include:

- **Deputy Vice-Chancellor (Provost)** or delegate (Chair); and
- Head, or nominee; and
- A member of the Department or external academic with expertise in the subject area; and

For Senior Lecturer, Lecturer and Associate Lecturer should include:

- Head; and/or
- Head of Department; and
- A member of the Department with expertise in the subject area.

Selection Committees may also include official observers, such as the Manager, Equal Employment Opportunity (EEO) or Director, Human Resources or their nominees. Applicants may request either of these Officers (or nominee) to attend any part of a selection process.

Chairs of Selection Committees should apprise themselves of the principals contained in this policy and all aspects of the recruitment process to ensure the best person is selected for a position. Human Resources and the Manager, EEO are available for assistance and guidance to Selection Committees.

REFERENCES

Confidential referees' reports should be obtained to confirm suitability of the recommended applicant(s) before a recommendation to appoint is made by the Selection Committee. The Selection Committee will determine whether verbal and/or written referees' reports will be sought.

Written references should support the applicant's application with specific comments addressing the selection criteria. Verbal references should fully and rigorously probe the applicants claims with a written summary to be provided to the Selection Committee members.

All references sought by the University are confidential. Neither the report nor its contents will be made available to anyone other than the Selection Committee members, the Manager, EEO, Senior Human Resources staff and the person authorised to approve the appointment.

Referees not specifically nominated by the applicant may only be contacted with the applicant's permission.

It is preferred that Selection Committee members not act as referees for applicants. However, where an applicant has nominated a Committee member the Selection Committee has the discretion to determine appropriate process.

Human Resources

SELECTION DECISION AND APPOINTMENT

When all selection processes have been finalised, the Selection Committee will make a recommendation to appoint a suitable applicant.

The Selection Committee will document the reasons the applicant was considered suitable for appointment and the specific reasons each other applicant was considered not suitable for appointment. The reasons outlined must be expressed in relation to the specific selection criteria.

In the case where there is more than one applicant eligible for appointment, this should be noted on the selection report form. If the recommended applicant declines the position, leaves the University through resignation or some other reason within twelve months, the Chair may recommend to the person authorised to approve appointments that an applicant identified as eligible be subsequently appointed.

A member of the Selection Committee, or an official observer, who is not satisfied with a majority decision of the Committee, may submit a minority report to the person authorised to approve the appointment.

The authorising person may **endorse** the majority recommendation or authorise that further selection processes take place (calling for (further) referees reports, reinterviewing applicant(s), conducting additional approved selection processes) or refer to the Director, Human Resources for determination.

Recommended applicant details and relevant documentation to Human Resources.

The **formal offer of appointment** is provided by Human Resources. If the successful applicant is currently a staff member of the University they will be advised that his/her appointment may be subject to appeal in accordance with the Agreement.

SALARY

Following discussion with the Selection Committee, the Chair will recommend a salary rate within the salary classification of the position and establish a rationale for the rate chosen. For some positions additional loadings may be approved in accordance with University policy. When a recommendation is made to offer a salary above the minimum rate, the following factors should be taken into account:

- a) the applicant's skills, experience and qualifications;
- b) the rate required to attract the applicant;
- c) existing salary relativities.

		<p>POST INTERVIEW FEEDBACK</p> <p>Applicants, who are unsuccessful, may request and will be provided with feedback on the reasons their application was not successful. This feedback will normally be given by the member of the Committee nominated to do so, and will be in accordance with the Committee's formal report.</p> <p>FALSE STATEMENTS</p> <p>The University may rescind an offer of appointment made to an applicant who has provided false or deliberately misleading information during the selection process. This rescission of offer may occur at any time.</p>
	Keywords	Position Description, Selection Committee, References, Feedback

Date Approved	8 October 2008
Approval Authority	eg. Director, Human Resources
Date of Commencement	tba
Amendment Dates	List the dates the policy has been amended (Day Month Year)
Date for Next Review	3 years from date of commencement
Related Policies, Procedures and Guidelines	Name and link to related policies, procedures and guidelines