

POLICY



Recruitment and Selection

Contact Officer Manager, Staffing and Recruitment

Purpose To facilitate the recruitment, selection and appointment of appropriately skilled and qualified staff who can make a positive contribution to the University's objectives, values and culture.

Overview The University seeks to attract staff of the highest standard. The University will recruit the best candidate for the job and will focus on an applicants' ability to perform the inherent requirements of the job. The University will seek a diverse staffing profile, and recruitment, selection and appointment processes will be professional, transparent and timely.

Scope This policy applies to the recruitment and selection of all continuing and fixed term Academic and General Staff positions.

The Policy Recruitment and selection practices are open, competitive and based on merit.

RECRUITMENT

Advertising of Positions

Continuing positions or fixed term positions in excess of 24 months will normally be advertised internally via the University's online recruitment system. Recruitment for these roles may also be conducted externally in a way designed to reach the optimal pool of potential applicants. Options may include mainstream press, web based recruitment, professional publications, search firms, ethnic and/or local press or special interest groups.

Direct Appointment

Direct appointment is possible in the following circumstances:

- casual and fixed-term appointments of up to 24 months.
- appointment to fixed-term grant funded positions where appointment conditions have been determined by the granting body, such as ARC appointments;
- in order to facilitate a staff member's rehabilitation program;
- where a staff member is redeployed/transferred to a comparable position to mitigate the effects of restructuring, managing change in accordance with the Agreement or changing work requirements;
- where an applicant has been deemed appointable through a competitive selection process and the same role or a similar role

- becomes vacant in the following 12 months;
- where a role requires a highly specialised skill set, which does not exist in the University, this includes the ability to take advantage of the opportunity to engage eminent academics or professionals.

Supervisors are encouraged to use competitive recruitment processes wherever appropriate for appointments to fixed term roles. For example the use of casual employment registers for support staff and 'eligibility lists' for both academic and support staff, and special employment programs for EEO groups.

Appointment by conversion may be available for casual and fixed term staff in accordance with the Agreement.

SELECTION

Selection processes and assessment should be relevant to the skills, experience and attributes required for competent performance. The Selection Committee will determine the selection process including the selection technique(s) to be used to assess an applicant's suitability against the selection criteria.

- For all advertised positions there will be a shortlisting process where all Committee members consider each applicant in terms of the selection criteria. The selection criteria will be used as the basis for all discussions, deliberations and decisions throughout the selection process. Selection criteria must not be changed after advertising.
- If a position is re-designed, or the selection criteria changed, the position must be re-advertised.
- Interviews will be conducted by the Selection Committee and may be held on campus, by telephone, or by video-conference. The applicant may be interviewed multiple times by different panel members.
- Alternative selection methods such as work tests, structured behaviourally based questions, seminar presentations etc. may be used at the discretion of the Selection Committee and with the advice of Human Resources. If applying such methods care should be taken to ensure that they do not unfairly disadvantage external applicants or equity target groups.
- Late applications will only be accepted with the agreement of the Chair of the Committee.

Conflict of interest and confidentiality

All Selection Committee members are responsible for ensuring:

- that any conflict or possible conflict of interest is declared at the outset or as soon as it becomes apparent;
- that strict confidentiality is maintained, before, during and after the selection process.

Keywords

Recruitment, Selection, Academic, General.

Date Approved	<i>Day Month Year</i>
Approval Authority	<i>eg. Academic Senate</i>
Date of Commencement	<i>Day Month Year</i>
Amendment Dates	<i>List the dates the policy has been amended (Day Month Year)</i>
Date for Next Review	<i>Day Month Year</i>
Related Policies, Procedures and Guidelines	<i>Name and link to related policies, procedures and guidelines</i>
Policies Superseded by this Policy	<i>List the policy, policies and / or previous authority superseded by this new policy</i>

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