



Recruitment Procedure

Information Sheet: Candidate Management

Purpose

The purpose of this Information Sheet is to provide information for Hiring Managers and Hiring Co-ordinators to ensure that job applicants are treated with respect and provided with timely and accurate information regarding the status of their application and the recruitment process.

Q1 What candidate management strategies should I use for each recruitment process?

Although the University's online recruitment system will acknowledge candidates who apply for roles automatically, ongoing candidate management still remains the responsibility of the Hiring Manager and Hiring Co-ordinator. Successful candidate management strategies ensure that candidates are treated with respect thus creating a good first impression of the University as an employer.

The following candidate management strategies should be adopted for each recruitment process:

- Form the Appointment Committee at an early stage in the process, preferably prior to the position being advertised and schedule times for short-listing and interviews to be conducted.
- The recommended number of committee members should be 2-4. (Please note that Senior Appointments have a separate process.)
- Advise candidates quickly if they have been short-listed for an interview. Candidates often apply for multiple jobs simultaneously. If the University is slow in responding to their application, candidates may make an assumption that they are not in with a chance for the job and may accept an offer from another employer.
- Communicate in a timely manner through the University's online recruitment system informing candidates if their application has been unsuccessful and they are not being shortlisted for interview.
- Inform candidates of developments in the process, for example if the process is delayed for any reason or if the role is cancelled. You can easily do this through the bulk communicate function in the University's online recruitment system.
- At the conclusion of the selection process you will hopefully have a standout candidate who meets the requirements of the role. If you have one or more other candidates who are appointable and you wish to retain their interest while you commence reference checking, please inform the other candidates. It is perfectly reasonable to inform them that you are proceeding with another candidate at present but that they are still under consideration until you are ready to either move forward with them or advise that they are unsuccessful.

Further Information

If you require further information, please contact the [HR Recruitment Team](#).

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