



Recruitment Procedure

IMPLEMENTATION

Aim

To ensure the recruitment and selection of University staff members occurs in a fair and equitable manner; in accordance with non-discriminatory, legally compliant, consistent and transparent recruitment and selection processes; and the [Recruitment Policy](#).

1 Objectives

- 1.1 To ensure recruitment attracts quality applicants from the widest possible pool of candidates including existing University staff members.
- 1.2 To ensure selection processes are competitive, merit-based and undertaken in a timely and effective manner.
- 1.3 To ensure new staff complete the required on-boarding activities and receive a timely and adequate local area induction.

2 Scope and Application

2.1 Inclusions

This procedure is applicable to the recruitment of all academic and professional staff positions.

Staff members employed under casual contract arrangements are eligible to apply for positions advertised internally within the University.

2.2 Exclusions

This procedure is not intended to apply to:

- Professorial positions (Level E), , Research Institute Directors and Titleholders, positions are approved by the Provost and Deputy Vice-Chancellor and Vice-President (Research).
- Professional senior staff appointments are approved by the Chief Operating Officer.
- Heads of School are approved by the Vice-Chancellor and President on recommendation of the Provost and Deputy Vice-Chancellor and Vice-President (Research). Refer to clause 7.7 – Management of Schools and Disciplines of the University's Enterprise Agreement (as amended or replaced)
- Deputy Vice-Chancellors and Vice-Presidents, Chief Operating Officer, Pro Vice-Chancellors and Executive Deans. are approved by the Vice-Chancellor and President and recruitment is centralised in Human Resources (HR).
- Staff Members employed on casual contracts. Casual staff contracts and payment claims are managed online in [CAPS](#).
- Renewal of fixed term contracts. These are processed in the Contract Review & Administration for Fixed Term (CRAFT) System. [CRAFT](#)

2.3 Recruitment System

- The [University's recruitment system](#) referred to throughout this procedure is PageUp.

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3 Process: Prepare to recruit

Person Responsible	Actions
<p>3.1 Hiring Manager</p>	<ul style="list-style-type: none"> a) Review the need for the position taking into account the following: <ul style="list-style-type: none"> <input type="checkbox"/> strategic and operational plans for the work area and the University, budget and/or funding; <input type="checkbox"/> current staffing structure and skill levels; <input type="checkbox"/> current and future qualification and specialisation requirements; and <input type="checkbox"/> foreseeable changes that may impact on the work area or the position. b) Review and/or draft in consultation with the Human Resources Advisor where required: <ul style="list-style-type: none"> <input type="checkbox"/> Professional- a position description in line with the Professional Classification Standards Descriptions in the Enterprise Agreement (as amended). Refer to the Position Description Guide, Position Description Template, Capability Dictionary resources when writing the position description and/or Human Resources Advisor to classify and approve the position description. <input type="checkbox"/> Academic- selection criteria in line with the Classification Standards (Academic and Research Staff) in the Enterprise Agreement (as amended). Refer to the Selection Criteria Information Sheet and the Selection Criteria Template (Appendix B) and or the Head of School for assistance. c) Assess whether the position: <ul style="list-style-type: none"> <input type="checkbox"/> meets any criteria under the Enterprise Agreement (as amended); <input type="checkbox"/> requires additional approvals in accordance with the Enterprise Agreement (as amended) and obtain approval from the NTEU where required. Refer to Human Resources Advisor to obtain approval from NTEU. <input type="checkbox"/> is a prescribed position under the Children’s Protection Act 1993 (SA) that requires a child-related employment screening clearance as a condition of appointment; and/or <input type="checkbox"/> requires a SAPOL National Police Check/Certificate as a condition of appointment because of the position’s inherent requirements. <p>(refer to the Pre-Employment Screening Procedure)</p> d) Review internal candidates awaiting redeployment in accordance with the Enterprise Agreement (as amended) (clause 6.7.11- Redeployment). e) Consider the use of secondments to fill vacant positions. If a suitable candidate is identified complete the Secondment Form in discussion with potential secondee and supervisor (Appendix C). f) Seek suitably qualified women candidates in collaboration with University networks where possible. g) Determine if an external recruitment agency should be engaged and advise the agency of the University’s Recruitment Policy. Recruitment agencies are typically engaged when a position is senior (see Enterprise Agreement (as amended) definitions), highly specialised or has proven difficult to fill previously. Refer to the HR Recruitment team for assistance. <p style="text-align: right;">Continued</p>

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3 Process: Prepare to recruit (Continued)

Person Responsible	Actions
<p>3.1 Hiring Manager (Continued)</p>	<p>h) Develop an advertising strategy and draft an advertisement (if applicable). Refer to the Job Advertisement Information Sheet and/or the HR Recruitment Team for assistance. All vacant positions are advertised on the Careers website (internal/ external as a minimum) Except where:</p> <ul style="list-style-type: none"> <input type="checkbox"/> a position requires highly specialised expertise and the supervisor can certify that a search has been conducted and the nominated candidate is the best person for the position; or <input type="checkbox"/> the supervisor can certify that the work is required for a limited purpose of no more than 12 months duration; or <input type="checkbox"/> there are extenuating circumstances to consider and an approval is in place from an Executive Dean or Division Head, in consultation with the Director, HR. <input type="checkbox"/> Where a suitable candidate has been identified through the secondment/redeployment <p>Appropriate justification and approval for Direct Appointments must be completed in the Recruitment system.</p> <p>i) Contact the designated Hiring Co-ordinator for the School/Branch/Area and provide them with the information they require to initiate the recruitment process. This includes the Position title, classification/step, contract category as per the Enterprise Agreement (as amended), funding and financial information relevant to the position. The Training Manual - Appendix 1 has a list of information that will be required.</p>
<p>3.2 Hiring Co-ordinator</p>	<p>a) Initiate the Recruitment Process in the University's recruitment system</p> <p>b) Complete the job card.</p> <p>c) Ensure all workflow approvals entered in the Recruitment system are in accordance with the Delegations of Authority.</p>
<p>3.3 Human Resources Advisor</p>	<p>a) Co-ordinate the classification and approval of draft position descriptions (professional positions) (Appendix A) in the University's recruitment system.</p> <p>b) Save the Position Description in the HR Position Description library.</p> <p>c) Support Hiring Managers in obtaining prior approval for any fixed term positions where required by the Enterprise Agreement (as amended).</p> <p>d) Provide support to hiring managers in considering suitable candidates awaiting redeployment in accordance with the Enterprise Agreement (as amended) (clause 6.7.11-Redeployment).</p>
<p>3.4 Head of School/Branch</p>	<p>a) Approve all information entered on the Job Card in the in the University's recruitment system.</p>

4 Process: Advertise the position

Person Responsible		Actions
4.1	Human Resources Recruitment Advisor	a) Co-ordinate the placement of the advertisement via online and print media based on the Job Card in the University's recruitment system . b) Engage an external recruitment agency (if applicable).

5 Process: Form an Appointment Committee

Person Responsible		Actions
5.1	Hiring Manager	a) Form an Appointment Committee to assess applications and select a suitable candidate for the position. Refer to the Candidate Management Information Sheet. The Appointment Committees must: <ul style="list-style-type: none"> <input type="checkbox"/> aim for gender balance wherever possible; <input type="checkbox"/> comprise of members who hold positions equal to, or above, the position classification of the vacancy; <input type="checkbox"/> Refer to the Candidate Management Information Sheet for further details on forming an Appointment Committee. b) Ensure that members are aware of their responsibility to disclose if they have a Conflict of Interest. Refer to the Conflict of Interest Procedure . c) Appoint a member as Chair of the Appointment Committee.
5.2	Chair, Appointment Committee	a) Oversee the assessment of applications and the selection of a suitable candidate, and ensure compliance with the University's Recruitment Policy and this Procedure. b) Ensure all applicants who to be interviewed are made aware of the need for any pre-employment screening requirements. Refer to the Pre-Employment Screening Procedure for further information. c) Ensure all Appointment Committee members are aware of their role within the Committee and need for confidentiality.
5.3	Appointment Committee Members	a) Observe and comply with the University's Recruitment Policy b) Disclose a conflict of interest (e.g. close personal or financial relationship with an applicant) in line with the University's Conflict of Interest Procedure c) Objectively and impartially assess each applicant against the selection criteria (academic positions) or the position description (professional positions). d) Ensure a merit based selection process is conducted. e) Keep all applicant information confidential and use it only for the primary purpose for which it was collected (i.e. determining the suitability of an applicant for the position). f) Actively participate in the Committee decision making process, agree and be bound by the final recommendation of the Committee regarding the preferred candidate.

6 Process: Assess applications and recommend a preferred candidate

Person Responsible		Actions
6.1	Chair, Appointment Committee/Hiring Manager	<ul style="list-style-type: none"> a) Convene the Appointment Committee to shortlist and interview suitable candidates. b) Ensure a majority decision is reached by the Appointment Committee regarding whether each candidate is appointable to the position or not. c) Obtain referee reports and/or written references for an appointable candidate(s): <ul style="list-style-type: none"> <input type="checkbox"/> Contact the preferred candidate(s) and ask permission to contact their referees. <input type="checkbox"/> Obtain as a minimum three reference checks as part of the process of exercising due diligence, relevant to the position. must be uploaded into the Recruitment System. d) Obtain any necessary pre-employment checks as outlined in the Pre-Employment Screening Procedure e) Provide a written recommendation for a preferred candidate to the relevant manager for approval. f) Ensure that a merit based selection process has been followed to select the applicant who has demonstrated the ability to perform the essential criteria of the role to the highest capacity. g) Maintain copies of the interview documents including Committee member notes for six months and then destroy.
6.2	Appointment Committee Members	<ul style="list-style-type: none"> a) Assess each application in a fair and objective manner against the selection criteria (academic positions) or the position description (professional positions). b) Interview shortlisted candidates and undertake any further assessments deemed necessary by the Appointment Committee Chair. c) Determine which candidates are appointable to the position and rank the candidates based on their qualifications, interview, seminar presentations (if applicable), and any other assessment information available. For each candidate, make a recommendation to appoint or not appoint. d) Take into consideration referee reports and/or written references obtained for the preferred candidate(s). e) Agree by a majority decision the final recommendation of the Committee regarding the preferred candidate. f) Provide a copy of completed interview notes to the Hiring Manager for record purposes. (i.e. in the event of a dispute).
6.3	Hiring Co-ordinator	<ul style="list-style-type: none"> a) Schedule and co-ordinate the interview process in consultation with the Hiring Manager. b) Notify non-shortlisted applicants via the University's recruitment system that their application has been unsuccessful.

7 Process: Offer the position to the preferred candidate

Person Responsible		Actions
7.1	Chair, Appointment Committee or nominee (e.g. Hiring Manager)	<ul style="list-style-type: none"> b) Contact the preferred candidate and advise them of the recommendation of the Appointment Committee. c) Negotiate a remuneration package including any special conditions such as establishment grants, flexible work arrangements and, where applicable, relocation assistance (see Note 1 below). Ensure the candidate is aware that any verbally negotiated package is made without prejudice and is subject to final approval. d) Any payment or combination of payments across one calendar year which would result in a Total Remuneration Package of more than 25% above the sum of the maximum base salary + 17% superannuation requires approval from the Provost for academic staff or the Chief Operating Officer for professional staff. e) Total Remuneration Package = EA base salary, superannuation and leave loading. Note 1: Any negotiations on employment conditions must be made without prejudice until such time as an authorised written contract is offered. Verbal offers of employment with the University of Adelaide may only be made by the Chair of the Appointment Committee or nominee (e.g. relevant Supervisor/Manager provided that they are in possession of all pertinent facts in relation to the requirements and terms of the Contract). f) For requests to enter a superannuation flexibility arrangement approval must be obtained from the Vice-Chancellor and President <u>before</u> any verbal offer is made to the prospective candidate. g) Advise the Hiring Co-ordinator of the remuneration package, commencement date and any special conditions. The Training Manual - Appendix 2 has a list of information that will be required to raise the offer of employment. h) Notify any remaining candidates of their application status when the preferred candidate has accepted (i.e. if not already completed).
7.2	Hiring Co-ordinator	<ul style="list-style-type: none"> a) Complete the Offer Card in the University's recruitment system with the negotiated remuneration package and any special conditions. b) Ensure all workflow approvers entered in the recruitment system are in accordance with the Delegations of Authority. c) Select the correct approval processes. d) Select the correct on boarding workflow relevant to an existing staff or new staff (professional or academic) e) Notify the On boarding Delegate (person responsible for on boarding the new employee) and ensure they have access to the recruitment system. i) Co-ordinate relocation in collaboration with the relevant School/Branch (if applicable) and Employee Services. j) If required: ensure a minimum of one written or verbal reference check has been completed and uploaded into the Recruitment System.

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- k) If required for prescribed positions: ensure any pre-employment checks (e.g. police check, Working with Children check) appropriate to the appointment are uploaded into the Recruitment System.

7 Process: Offer the position to the preferred candidate

Person Responsible		Actions
7.3	Human Resources Employee Services	<ul style="list-style-type: none"> a) Check that the information in the Offer Card and Job Card in the University's recruitment system is correct. a) Co-ordinate Director Human Resources, Provost and Deputy Vice-Chancellor and Vice-President (Research), Chief Operating Officer, or Vice-Chancellor and President approvals where required. b) Generate a contract of employment and send this to the preferred candidate via the University's recruitment system. If the preferred candidate requires an Australian visa to work, ensure the contract is subject to obtaining the appropriate visa. c) Check and record visa details relating to the candidate to confirm work rights. d) Record applicant history and contract details in TRIM after the offer has been accepted by the preferred candidate.
7.4	Human Resources Recruitment	<p>Offers requiring visa nomination only</p> <ul style="list-style-type: none"> a) Check visa eligibility during the offer approval process. b) Co-ordinate visa nominations for the preferred candidate (if applicable). c) Keep records of visa grants (for nominated visas only) on PeopleSoft and ensure all conditions and sponsorship obligations applicable to the visa are fully understood by the candidate.

8 Process: Complete on-boarding activities

Person Responsible		Actions
8.1	Hiring Manager (Please note these actions can be delegated to the Hiring Co-ordinator or an On-boarding Delegate although overarching responsibility remains with the Hiring Manager.)	<ul style="list-style-type: none"> a) Use the on-boarding portal in the University's recruitment system to schedule on-boarding/induction tasks and ensure that essential services are in place for a new staff member's first day (e.g. phone, desk, IT). (Note – the Performance, Development & Promotion website has additional information for on-boarding and induction) b) Ensure that a new staff member completes the relevant online corporate induction courses. c) Ensure that a new Staff Member completes a probation period relevant to their type and level of appointment and that the necessary probation meetings are scheduled. d) At the end of the probation period, print and attach the completed on-boarding task list to the completed probation form and forward to HR Employee Services.

9 Definitions

Hiring Manager:

A person within a School/Branch who has a hiring need, i.e. the reporting manager of the prospective staff member. A Hiring Manager can review applications that have been assigned to them by the Hiring Coordinator.

Hiring Coordinator:

A person within a School/Branch who is responsible for moving applicants through the recruitment process. School managers, executive assistants and administrative assistants often perform this role. A Hiring Coordinator may also be a Hiring Manager. Contact the Executive Assistant or Head of School/ Branch for further details.

Conflict of interest:

A conflict of interest arises when an individual's personal, external or financial interests, or those of a person with whom he or she has a close personal relationship, come into conflict with the performance of his or her duties to the University. A conflict of interest may be actual, perceived or potential. [Conflict of Interest Procedure](#)

Merit Based Selection Process:

Merit based selection ensures that selection of a successful applicant is based only on a person's ability to perform the essential criteria for the role. Desirable characteristics may be taken into consideration in situations where it is difficult to differentiate the relative merit of candidates on the basis of the essential criteria alone.

10 Useful information and resources

10.1	<p>University related documents and policies</p> <ul style="list-style-type: none"> Code of Conduct University of Adelaide Enterprise Agreement 2017-2021 (as amended) Recruitment Policy Pre-Employment Screening Procedure Remuneration and Employment Benefits Policy Performance, Development and Promotion Policy Leaving the University Behaviour and Conduct Policy Health, Safety and Wellbeing Policy Conflict of Interest Procedure Job Advertisements Information Sheet Selection Criteria Information Sheet Candidate Management Information Sheet Candidate Interviews and Selection Information Sheet New Appointment Work Instructions for Hiring Coordinators Head of School Selection Procedure Discipline Head Election Procedure Professorial Named Chairs Guidelines Staff Transfer Advice Procedure Training Manual for Hiring Coordinators
10.2	<p>Related legislation</p> <ul style="list-style-type: none"> Age Discrimination Act 2004 (Cth) Children's Protection Act 1993 (SA) Disability Discrimination Act 1992 (Cth) Equal Opportunity Act 1984 (SA) Fair Work Act 2009 (Cth) Australian Human Rights Commission Act 1986 (Cth) (Cth) Privacy Act 1988 (Cth) Racial Discrimination Act 1975 (Cth) Racial Vilification Act 1996 (SA) Sex Discrimination Act 1984 (Cth) Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA)

10 Useful information and resources (Continued)

10.3	<p>Useful Web-links</p> <p>Delegations of Authority</p> <p>HR Recruitment</p> <p>HR Service Centre</p> <p>Job opportunities</p> <p>Job alerts</p>
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POSITION DESCRIPTION



Position Description Classification Approved	Date
Human Resources Branch	

POSITION DETAILS	
Position Title:	
Position Number:	
Classification:	
Faculty/Division:	
School/Branch:	
Reports to (position title):	
Delegations:	
Special Conditions:	<ul style="list-style-type: none"> Reasonable workplace adjustments will be made for people with a disability
Significant Working Relationships:	<ul style="list-style-type: none">

POSITION SUMMARY

KEY RESPONSIBILITIES
<ul style="list-style-type: none">
<ul style="list-style-type: none">
<ul style="list-style-type: none">
Other reasonable duties commensurate with classification level.

PEOPLE MANAGEMENT RESPONSIBILITIES
<ul style="list-style-type: none">

CAPABILITIES AND BEHAVIOURS
Use the Capability Dictionary at the link: http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS
Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

SELECTION CRITERIA
Knowledge and Experience: 1.
Qualification/s: <ul style="list-style-type: none">

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SELECTION CRITERIA

Use this form to define the selection criteria for an academic position at the University of Adelaide.

POSITION DETAILS

School/Branch:

Classification:

ESSENTIAL MINIMUM CRITERIA

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

DESIRABLE CHARACTERISTICS

- 1
- 2
- 3

Approvals: Head of School / Branch Manager	Head of School / Branch Manager Name: Signature: Date:
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:

SECONDMENT RECOMMENDATION FORM

PLEASE COMPLETE AND FORWARD TO: Human Resources Branch, Division of Services and Resources

This form is to be used when recommending staff for secondment from one position in the University to another.

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)

Staff ID: _____ School/Branch: _____ Work phone: _____
 Title: _____ Family name: _____ Given names (in full): _____

SECONDMENT DETAILS

Area of secondment: _____

Period of secondment (not to exceed current fixed-term contract) Start date: _____ End date: _____

Job title of seconded position: _____ Position No: _____

Classification of seconded position: _____ Salary step: _____

If any loadings apply, please provide details and approvals separately.

Reason for secondment (e.g.: fill a vacant position): _____

Has this position been advertised Yes No

(If No, please ensure that a classified and approved Position Description/ Role Statement has been provided to the Staff Member)

Is this a partial secondment Yes No

The position reports to: _____ Position No: _____

Weekly hours of duty: Full-time Part-time: _____ hours per week, indicated below:

	WEEK ONE					TOTAL HOURS	WEEK TWO (PAY WEEK)					TOTAL HOURS
	Mon	Tues	Wed	Thur	Fri		Mon	Tues	Wed	Thur	Fri	
Hrs												
Mins												

1 full day = 7 hours and 21 minutes (decimal = 7.35 hours)

Account code _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____

At the completion of the secondment the applicant will return to the position of:
 in the School/Branch _____ or other position *(please specify)*

AUTHORISATION

Staff member

Signature: _____ Date: _____

Please retain a copy for your own records

Current - Supervisor

Name *(please print)*: _____

Signature: _____

Date: _____

Secondment - Supervisor

Name *(please print)*: _____

Signature: _____

Date: _____

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