

## RECRUITMENT POLICY

**Authorised By:** This policy was authorised by the Executive Director, Student and Staff Services. As from 1 January 2007, the Vice-President (Services and Resources) is responsible for this policy.

**Date Authorised:** 01/07/2001

**Effective Date:** 01/07/2001

**Review Due Date:**

**TRIM File Number:** F. 2001/129

**Related Documents:** [Casual Employment Policy & Guidelines](#)  
[Close Personal Relationships policy](#)  
[Disability Action Plan](#)  
[Fair Treatment Policy](#)  
[Fair Treatment Guidelines](#)  
[Aboriginal & Torres Strait Islander Employment Strategy](#)  
[Salary Determination Guidelines \(Academic Staff\)](#)  
[Police Records Check Policy](#)  
[Pre-employment Medical Examination policy](#)  
[Relocation Provisions \(Tenurable Staff\)](#)  
[Relocation Provisions \(Fixed Term Academic Staff\)](#)  
[Probation](#)  
[Teaching Development for New Academic Staff Policy](#)  
[Conferral of Honorary Roles Policy and Guidelines](#)  
[Setting-up Establishment Grants \(Professorial Staff\) Guidelines](#)

**Related Legislation, Awards, Agreements** Equal Opportunity Act 1984  
Disability Discrimination Act 1992  
Race Discrimination Act 1975  
Human Rights and Equal Opportunity Commission Act 1986  
Equal Opportunity for Women in the Workplace Act 1999  
Sex Discrimination Act 1984  
University of Adelaide Act 1971  
The University of Adelaide Collective Agreement  
Higher Education General Staff Salaries (HEGSS) Interim Award 1991

**Implementation & Review:** Human Resources

**Superseded Documents:** Advertising policy  
Selection policy and procedures  
Selecting the Best Person for the Job Guidelines  
Creation of limited term positions  
Affirmation by members of Appointment Committees, Guidelines on Search Plan Policy and Guidelines for Developing Search Plans for Academic Positions  
Search Plan Policy for Chief Officer and Senior General Staff Appointments  
Appointment Principles and Procedures (Administrative Handbook Sub-Section 4.4A)  
Appointment Procedures Code of Conduct (Administrative Handbook Sub-Section 15.6(1))  
Selection and Employment Procedures (Administrative Handbook Sub-Section 5.14)  
Filling Vacant Positions, Procedure for (Administrative Handbook Sub-Section 6.1)

Any person who requires assistance in understanding any aspect of this document should contact Human Resources on ext. 35666.

## 1 OVERVIEW

Strategic recruitment allows the University to locate and attract the most suitable person for the position. It supports the appointment of staff who will support our values and current and future goals, to generate a sustainable competitive advantage for the organisation.

The ways in which recruitment and selection processes are handled affects the University's image as an employer and, in turn, its ability to attract qualified people. Recruitment is a two-way process, concerned both with satisfying the University's strategic staffing requirements and with attracting potential applicants to decide whether they meet the job requirements, are interested in the position, and want to join the organisation.

The following recruitment and selection policy has been designed to provide the University with a flexible framework for recruiting staff.

## 2 SCOPE

This policy applies to appointments for all continuing and fixed-term positions in the University.

## 3 DEFINITIONS

**Area Manager:** For the purpose of this policy, Area Manager means the Vice-Chancellor and President, Deputy Vice-Chancellors and Vice-Presidents, Pro Vice-Chancellors, Vice-President (Services and Resources) Executive Dean, Corporate Managers and Heads of School/Branch Managers.

**Conflict of Interest:** Conflict of interest may occur when a person in a decision making role in relation to recruitment has an interest in the outcome (separate from their professional role), and which may appear to an independent observer to be sufficient to influence the objective exercise of his or her academic or professional obligations or official duties.

**Equitable:** Open to all without systemic, hidden or apparent bias on the grounds of gender, race, disability, sexuality, age, marital status, pregnancy, potential pregnancy, breastfeeding, religious belief, medical record, irrelevant criminal record or trade union activity. ([See some examples](#))

**Internal Applicant** (see [Guidelines](#)): A person who at the time of recruitment for the vacancy is employed by the University part-time or full-time on either a fixed term or continuing contract. Casual employees with 12 months or more continuous service may be considered as an internal applicant for the purposes of this policy.

**Outsourcing Recruitment:** Entering into a contract with a specialist provider from outside the University to deliver services to support the recruitment process.

**Recruitment and Equity Training:** Practical online and face to face training, incorporating essential equity and diversity knowledge, will provide committee members with an understanding of effective recruitment processes and assessment tools.

**Transparency:** Processes which are clearly defined, easily understood and accessed regularly reported and open to scrutiny.

## 4 PRINCIPLES

- 4.1 The aim of the recruitment process is to appoint the most suitable person for the position.
- 4.2 Recruitment will take place after evaluation of the need for the role against the Area's Strategic and Business Plans and budget.
- 4.4 Recruitment processes will be consistent with and an integral part of the staffing strategies for the area, including the aim to ensure that at least 40% of academic staff in any given department are female.

- 4.4 Recruitment of new staff will take into account the University's need for new ideas and fresh approaches, and pro-actively seek out groups under-represented in the University's staffing profile to maximise its potential to meet diverse student needs and identify innovative research/teaching directions. (Click here for further information on search plans.)
- 4.5 When external recruitment consultants are appointed to act on the University's behalf they must act in accordance with this policy.
- 4.6 The selection processes will be designed to assess applicants against the selection criteria for the role. They will reflect good Human Resource practice, and be:
- Designed to provide evidence of the required capabilities
  - Transparent
  - Timely and cost efficient
  - Effective
  - Equitable
  - Free from conflict of interest
- It is the responsibility of the Convenor of the Appointment Committee to ensure that the selection process meets the above criteria.
- 4.7 In order to provide staff with career development opportunities, and to maximise the value of the skills and talents of existing employees, normally all positions shall be advertised within the University as a minimum. In the following limited circumstances appointments may be made without advertising:
- positions requiring highly specialised expertise and where an Area Manager can certify that a search has been conducted and the nominated individual is the best person for the job. (Click here to access search plan guidelines.)
- Or
- where the supervisor can certify that the work is required for a specific limited purpose of up to 12 months duration.
- In other extenuating circumstances positions may be filled without advertising on approval by the Area Manager in consultation with the General Manager, Human Resources or delegate.
- 4.8 Positions will be advertised on appropriate sites, including the print media and web sites, which are most likely to maximise the field of capable, suitably qualified applicants.
- 4.9 Applicants will be treated with respect throughout the recruitment process, provided with sufficient information to make an informed choice of their suitability for the role, have their personal documentation held in confidence and have access to feedback.
- 4.10 The management of the process will enhance the University's reputation as an employer of choice.
- 4.11 Recruitment will be conducted by people who are informed about effective and equitable recruitment processes.
- 4.12 Area managers will have the responsibility to ensure that recruitment and selection is conducted as an evidence-based process.
- 4.14 Appointment processes will be consistent with the Collective Agreement, University statutes and policy and be in the mutual best interest of the University and the candidates.

## 5

### RESPONSIBILITIES

<i>Vice-Chancellor and President</i>	<ul style="list-style-type: none"> <li>• Approve recruitment and appointment action for Deputy Vice-Chancellors and Vice-Presidents, Pro Vice-Chancellors, Vice-President (Services and Resources) Executive Dean, Head of School, Level E academics and other staff reporting to the Vice-Chancellor and President.</li> <li>• Approve release of all vacant positions funded from operating grant bequests and trading units.</li> </ul>
<i>Area Manager</i>	<ul style="list-style-type: none"> <li>• Approve recruitment and appointment action for general staff positions and academic Level A-D positions.</li> </ul>
<i>Head of School</i>	<ul style="list-style-type: none"> <li>• Convene appointment committees or assign nominee.</li> <li>• Recommend appointments in their School.</li> </ul>

<i>Convenor - Appointment Committee</i>	<ul style="list-style-type: none"> <li>• Design and implementation of equitable and fair recruitment process.</li> <li>• Legally appropriate verbal offer to preferred candidate.</li> <li>• Negotiate any conditions on a without prejudice basis.</li> <li>• Feedback to unsuccessful applicants.</li> <li>• Provide relevant data/statistics on the recruitment process.</li> </ul>
<i>Director, Human Resources (or delegate)</i>	<ul style="list-style-type: none"> <li>• Issuing contracts of employment.</li> <li>• Approval of classification level of Duty Statement, Selection Criteria, and Advertisement.</li> <li>• Advertising of positions.</li> <li>• Provision of professional human resources advice.</li> <li>• Training and development in recruitment and the principles of equity.</li> <li>• Evaluation of, monitoring and reporting on the recruitment process.</li> <li>• Ongoing improvement of the recruitment process.</li> </ul>

## 6 COMMUNICATION

- 6.1 The Director, Human Resources is responsible for promulgating this policy to all relevant staff.
- 6.2 This policy will be available through the Human Resources website and University Policies web site.