

Recruitment & Selection

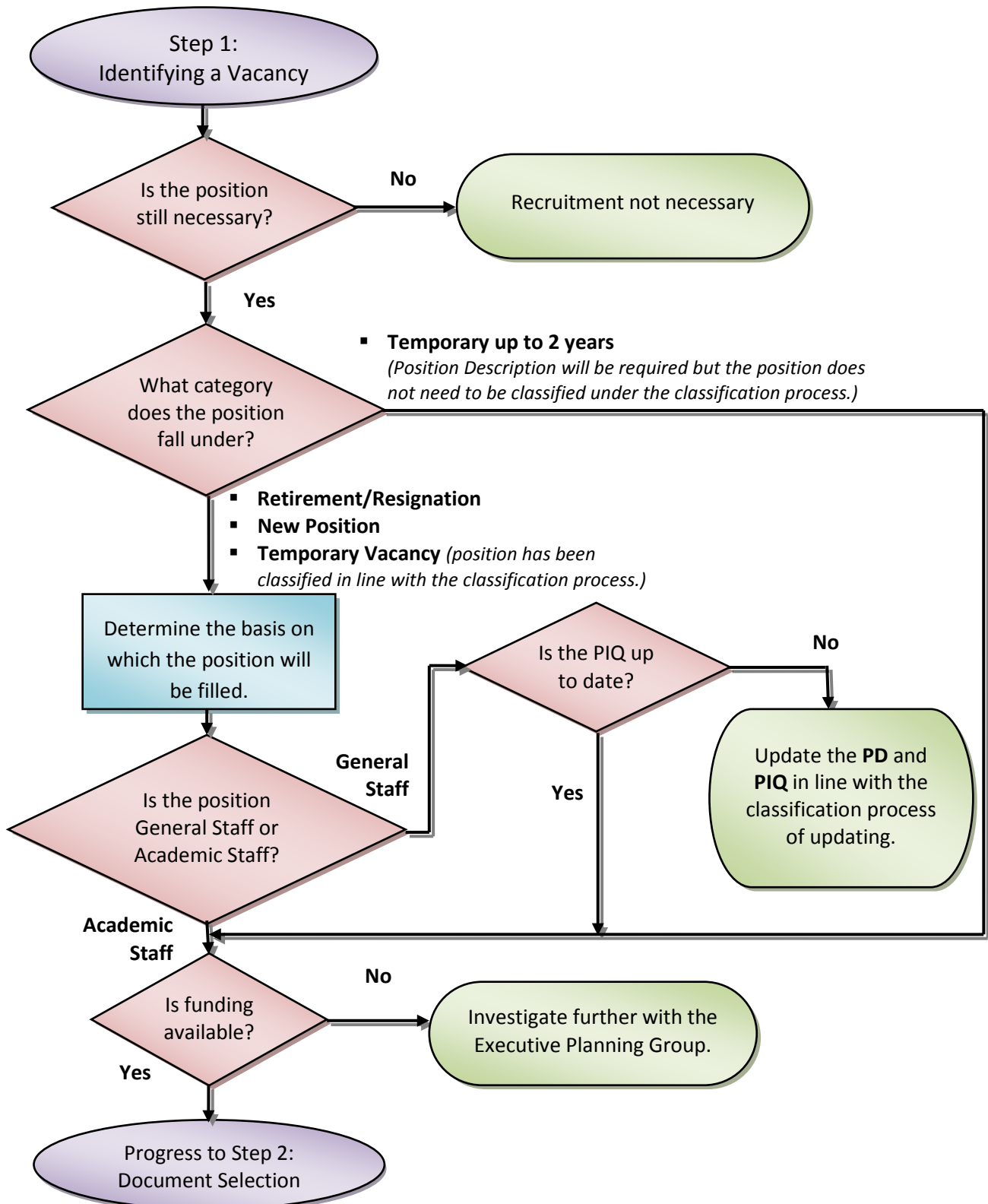
PROCEDURES

(6 April 2009)

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Step 1: Identifying a Vacancy



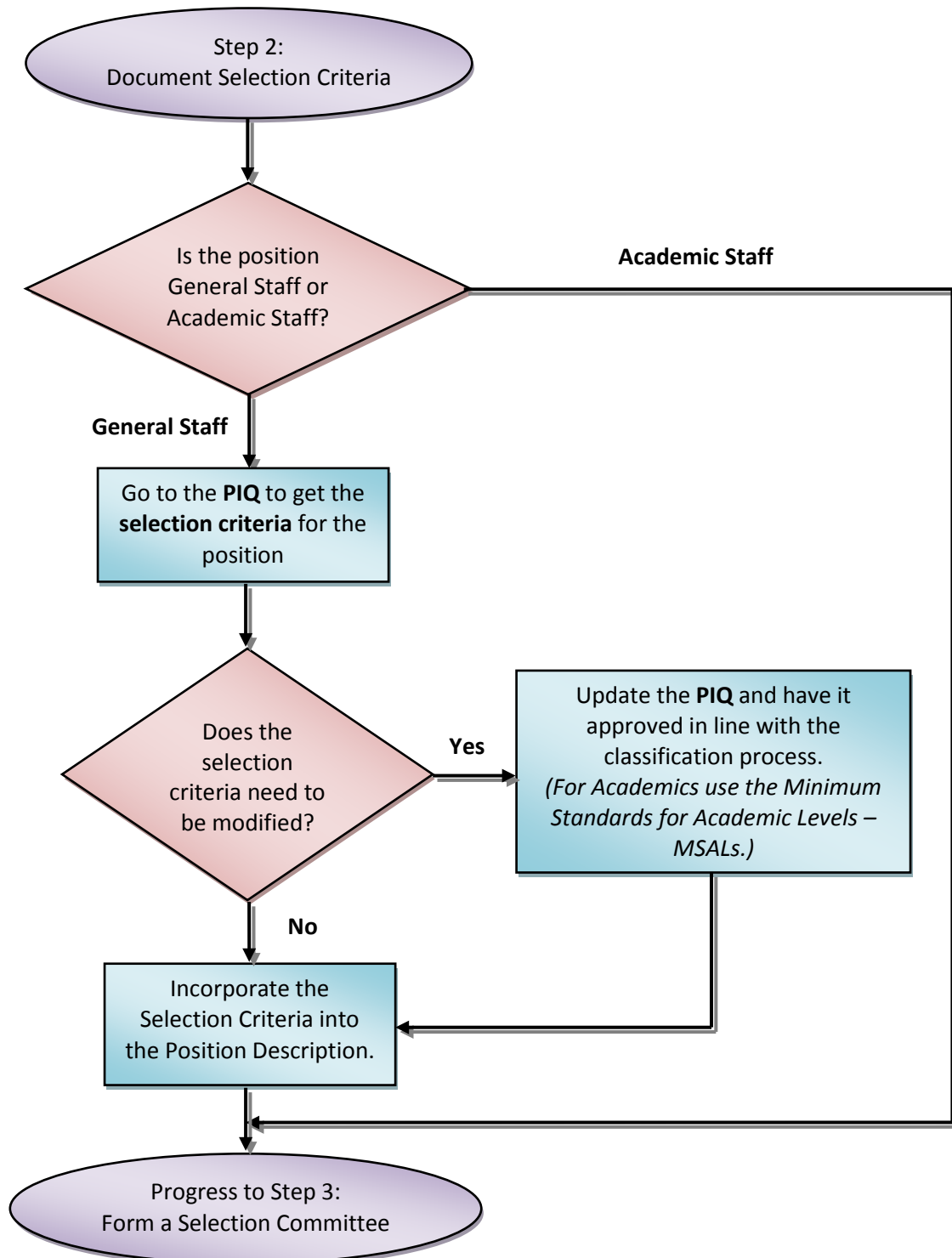
For further information refer to:

- [Policy - Recruitment and Selection](#)
- [Interim Guidelines - Selection Committees and Nominated Supervisors s3.1](#)

For related documents refer to:

- [Position Information Questionnaire \(PIQ\)](#)
- [Position Description \(PD\)](#)

Step 2: Document Selection Criteria



Step 2: Document Selection Criteria

Selection criteria for all positions shall include the following:

- That applicants demonstrate the ability to make a contribution to the Mission and Catholic ethos of the University; a commitment to cultural diversity and ethical practice principles; and knowledge of equal employment opportunity and occupational health and safety, appropriate to the level of appointment.

For academic positions (excluding research only positions), the selection criteria shall also include:

- Evidence of the nexus between teaching and research in applicants' approaches to teaching and learning, and to research and scholarship

For executive level appointments, the selection criteria shall include:

- Evidence of ability to demonstrate unequivocal commitment to the Catholic ethos of the University

The advertisement pro-forma must be completed by the nominated supervisor. Selection criteria assist the recruitment and selection process by providing:

- A consistent set of standards for all applicants which can be observed or measured through the application, interview and reference checking process; and
- A structured means for a comparative assessment of applicants.

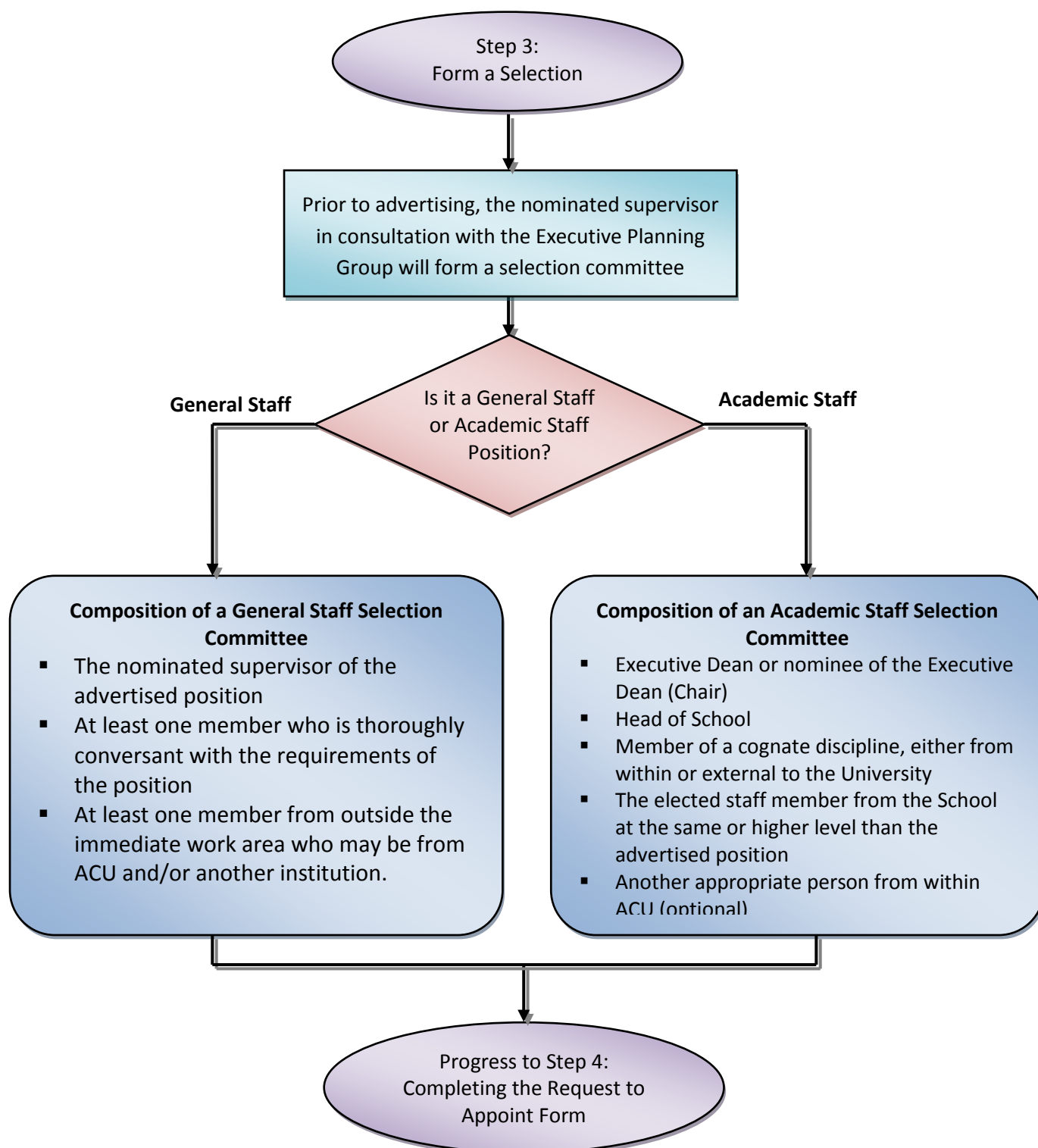
For further information refer to:

- [*Policy - Recruitment and Selection*](#)
- [*Interim Guidelines - Selection Committees and Nominated Supervisors s3.2*](#)
- [*Code of Conduct s7*](#)

For related documents refer to:

- [*Policy - Classification Standards for Academic and General Staff*](#)
- [*Advertisement Template for Print Media*](#)
- [*Advertisement Template for 'Seek' & ACU Website*](#)

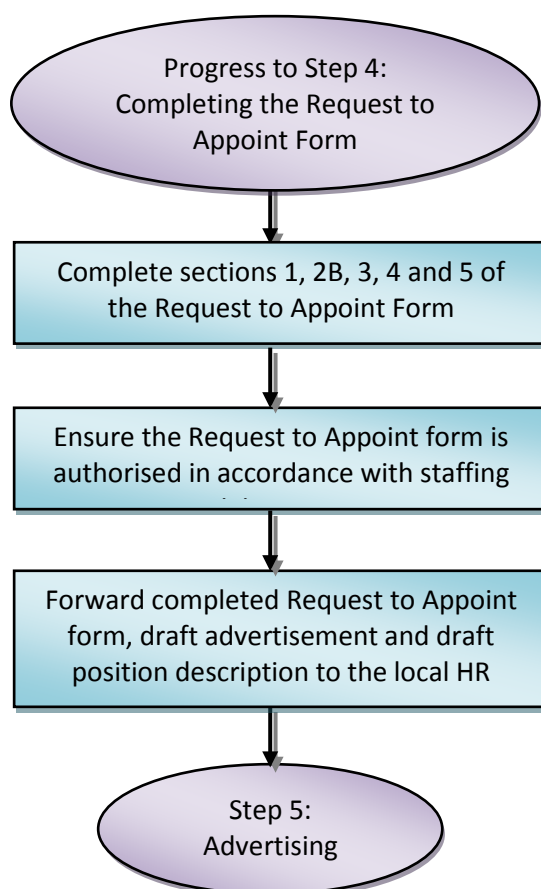
Step 3: Form a Selection Committee



For further information refer to:

- [Policy - Recruitment and Selection](#)
- [Interim Guidelines - Selection Committees and Nominated Supervisors s3.3](#)
- [Code of Conduct s7](#)

Step 4: Completing the Request to Appoint Form



Step 4: Completing the Request to Appoint Form

In cases of **redeployment**, prior to advertising a vacant position, the suitability of these staff members will need to be assessed against the selection criteria. This will occur in line with the Management of [Staff Unattached from Substantive Position Policy](#).

Redeployment: from time to time, staff who are affected by redundancy, organisational restructuring, or, who are unattached from a position may need to be re-deployed to other areas of the University. Such staff must be considered prior to advertising and against the position selection criteria to establish whether they meet the essential requirements for the vacant position.

Request to Appoint: the Request to Appoint form, which must be completed and authorised in accordance with the University's Staffing Delegations prior to advertising and/or filling a vacant position.

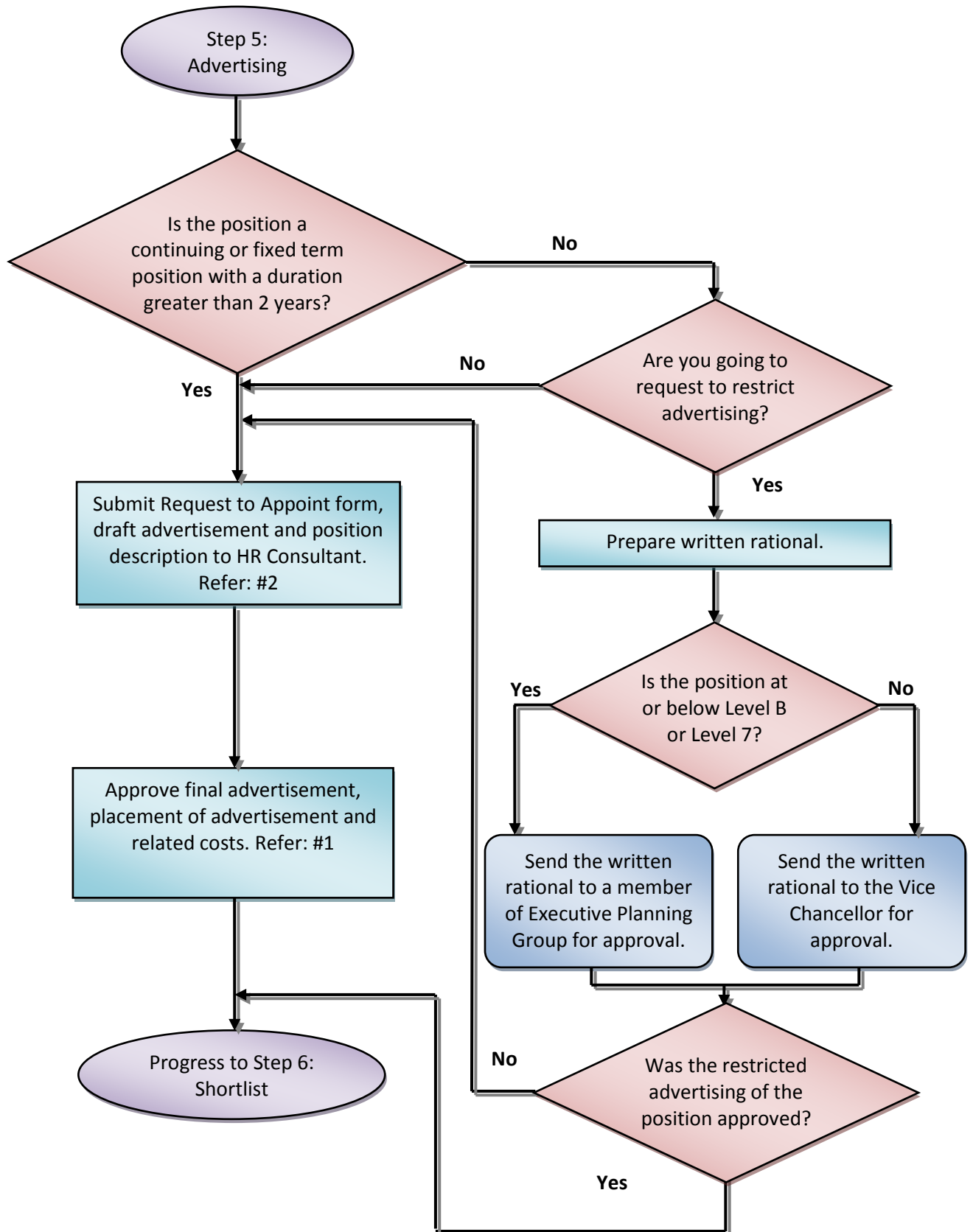
For further information refer to:

- [Policy - Recruitment and Selection](#)
- [Interim Guidelines - Selection Committees and Nominated Supervisors s3.4](#)
- [Staffing Delegations Extract](#)

For related documents refer to:

1. [Request to Appoint Pro-forma](#)
2. [Interim Management of Staff Unattached from Substantive Position Policy](#)

Step 5: Advertising



Advertising

#1 - DEADLINES

When placing an advertisement in the print media there are external deadlines that need to be achieved, an understanding of the short-listing deadlines is vitally important:

<ul style="list-style-type: none">• Approved Requests to Appoint form and draft advertisement and position description (electronic copies) submitted to Human Resources Consultant at your Campus.	For media advertising - Midday Monday prior to anticipated publication. On-line advertising – 3 days prior to on-line advertising. HR Matters – Close of business Monday.
<ul style="list-style-type: none">• Approval of final costs and content.	For media advertising 3 days prior to publication or earlier for some publications – HR to advise

If deadlines are not met, advertising will be delayed until next available publication date.

On receipt from the agency, the HR Consultant will forward to the nominated supervisor the proof for approval of content and costs. Advertising costs will be charged to the relevant organisational or functional unit. *(An invoice will be sent at a later date.)*

Where composite advertisements are utilised, the costs will be equally shared between the organisational units advertising on that occasion.

For further information refer to:

- [***Policy - Recruitment and Selection***](#)
- [***Interim Guidelines - Selection Committees and Nominated Supervisors s3.5***](#)

For related documents refer to:

1. [***Request to Restrict Advertising Pro-Forma Memo***](#)
2. [***Advertisement Template for Print Media***](#)
3. [***Advertisement Template for 'Seek' & ACU Website***](#)
4. [***Position Description Pro-Forma***](#)

All advertisements for roles will be placed on CareersatACU webpage. Applicants need to access this webpage to obtain the position description*, further information on working at ACU.

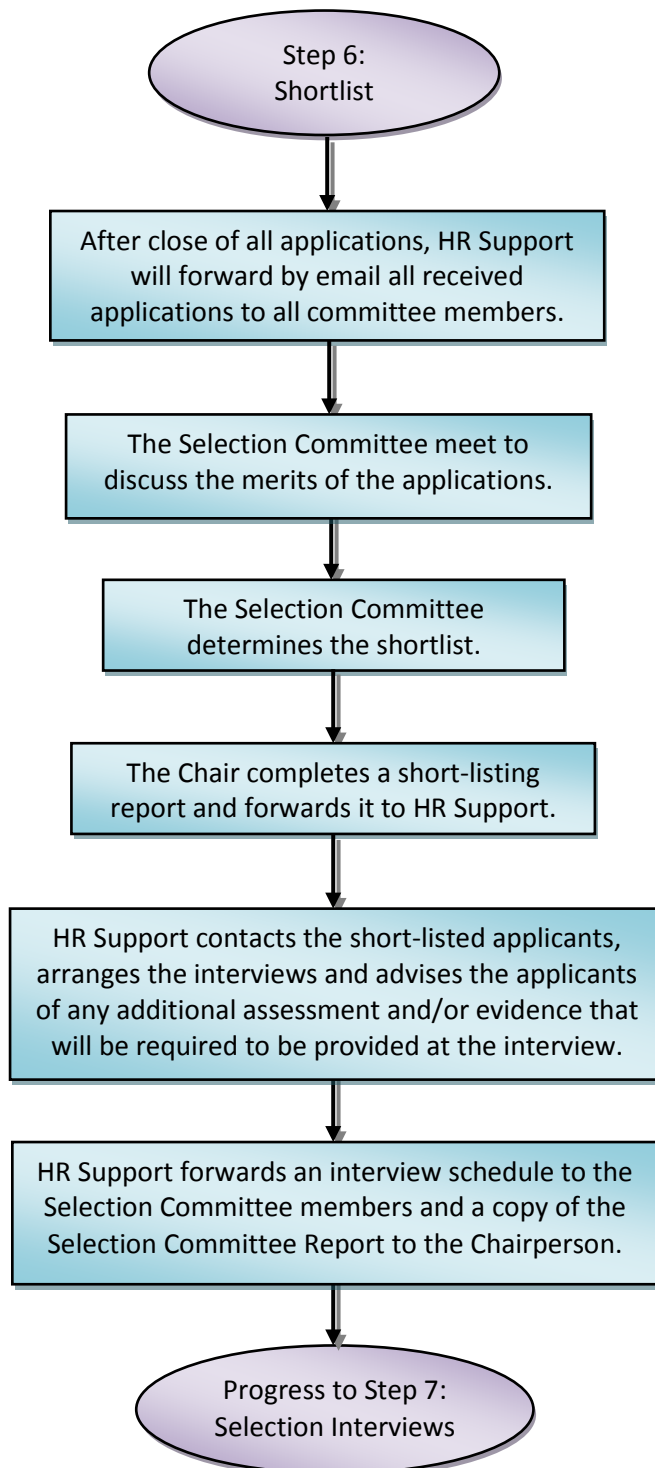
All applicants must apply on-line through the eRecruitment system. This system is then utilized to coordinate the entire recruitment process. Paper based or emailed applications are no longer accepted. Contact your HR Consultant for further information on the eRecruitment system. If applicants have any difficulty in using this system there is an email help function in the system to seek assistance.

Further documents specific to the position may also include eg. Library Values Statement, Teaching and Learning Documents, Annual/Strategic Plans, Annual Reports etc. Where additional information is required to be provided to prospective applicants, these will need to be identified and/or provided in electronic format to the local HR Consultant prior to advertising.

For related documents refer to:

1. [**Mission Statement**](#)
2. [**Statement on Work & Life Balance**](#)
3. [**Equal Employment Opportunity Policy**](#)

Step 6: Shortlist



For further information refer to:

- [Policy - Recruitment and Selection](#)
 - [Interim Guidelines - Selection Committees and Nominated Supervisors s3.6](#)
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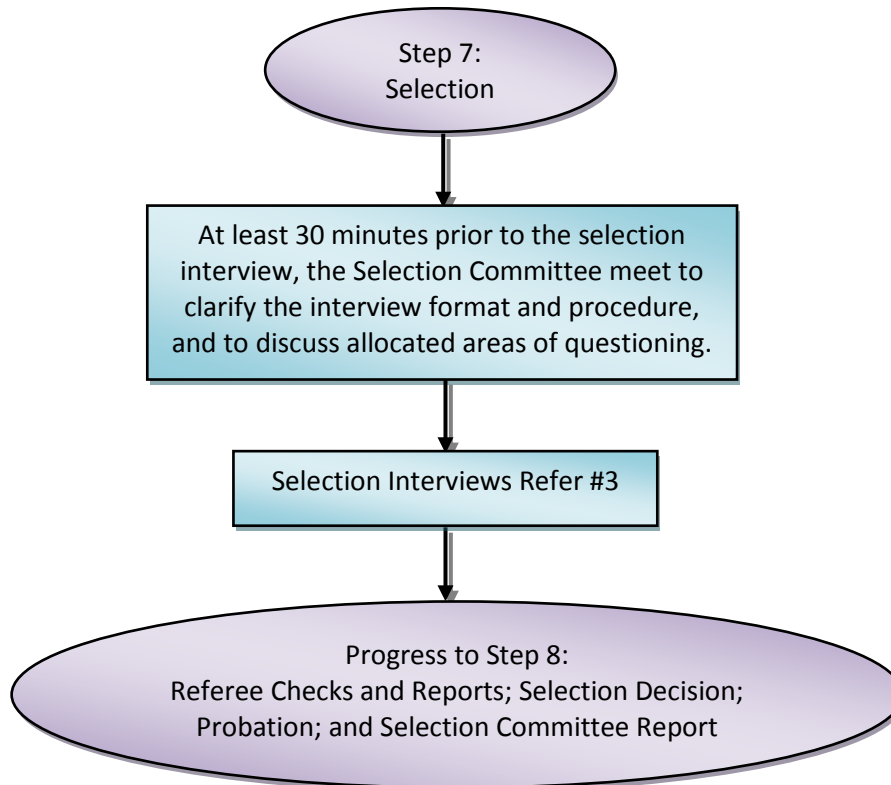
For related documents refer to:

1. [Short-listing Table Pro-Forma](#)
2. [Interview Schedule Pro-Forma](#)

Short-listing Checklist for Chairs of Selection Committees

- Have you briefed selection committee members on ACU's 'Selection and Recruitment Policy and Procedures', as well as conflict of interest provisions, equal opportunity, confidentiality and privacy requirements?
- Have applicants who do not meet one or more of the essential selection criteria been eliminated from further consideration?
- Have applicants who meet all essential selection criteria also been assessed against any desirable criteria?
- Has a short list for interview been agreed by the selection committee?
- Has a Short Listing Report been completed by the Chair of the committee and forwarded to Human Resources?
- Does the Short Listing Report clearly indicate with reasons, in terms of the selection criteria, which applicants have been eliminated from further consideration?
- Does the Short Listing Report clearly indicate with reasons, in terms of the selection criteria, which applicants are to be interviewed?
- Does the Short Listing Report clearly indicate with reasons, in terms of the selection criteria, which applicants have met the essential criteria and are not invited to be interviewed with stated reasons why?
- Has the Chair confirmed with Human Resources the date of the interviews, the time the selection committee is meeting, the duration of the interviews and any special requirements?
- Has the selection Committee designed suitable questions to be asked at interview against the selection criteria for the position?
- Has the selection committee decided which committee members are to ask questions against each of the selection criteria?

Step 7: Selection Interviews



Step 7: Selection Interviews

#3 - The same questions shall be addressed to each applicant to ensure that all applicants are treated equitably.

#3 - Applicants shall not be questioned in a way that implies, or could be taken to imply, unfair or discriminatory attitudes to the applicant's age, sex, marital status, sexual preference, family responsibilities, racial or ethnic origin etc. (Refer to the [Discrimination and Harassment Policy](#) for further information).

All applicants shall be asked to provide a copy of evidence of right to work (eg. Passport/Visa), all qualifications claimed, and where necessary all relevant professional memberships/registrations etc, which the chair will endorse and attach to the Selection Committee Report in cases where an applicant is recommended for appointment.

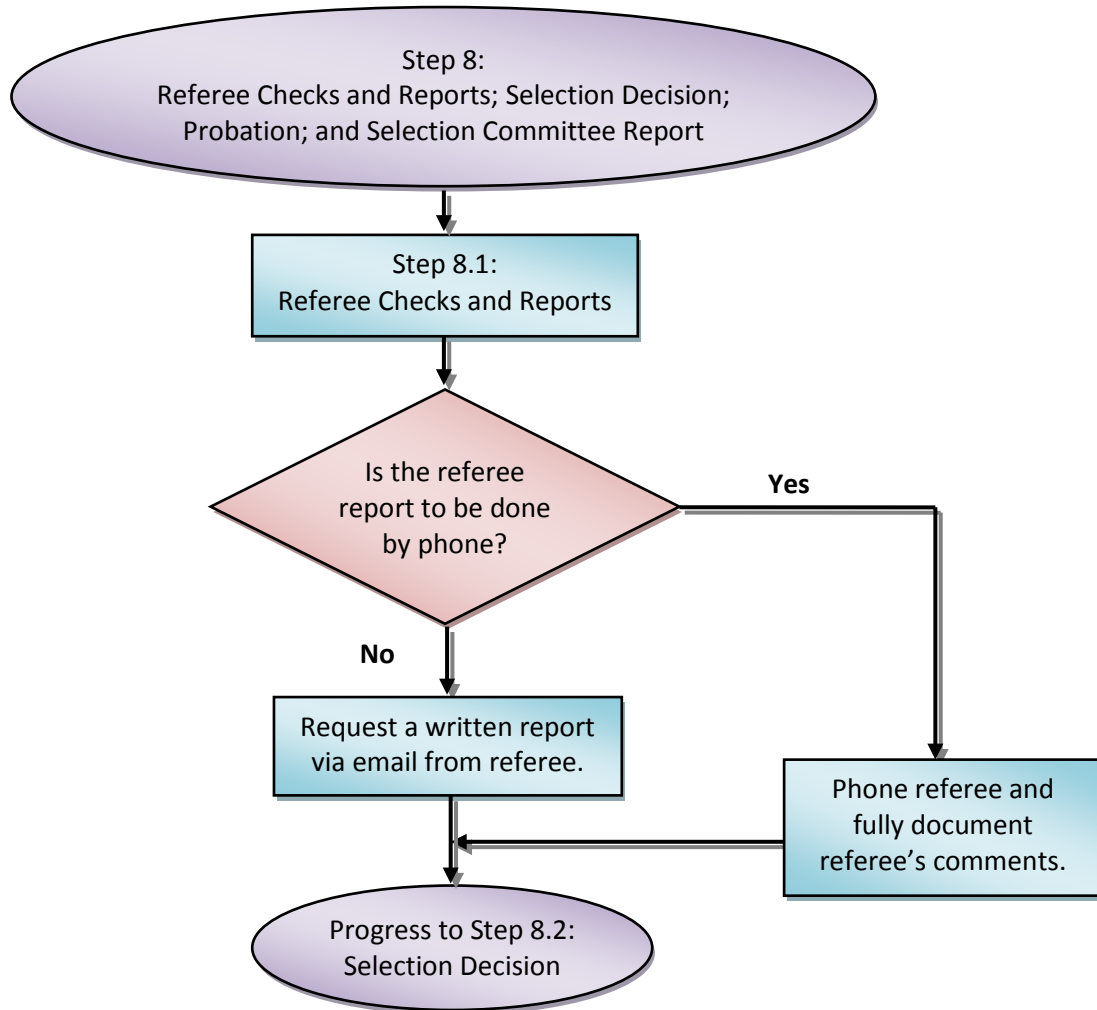
For further information refer to:

- [Policy - Recruitment and Selection](#)
- [Interim Guidelines - Selection Committees and Nominated Supervisors s3.7](#)

For related documents refer to:

1. [Interview Guide](#)

Step 8: Selection Decision, Probation and Selection Committee Report



Step 8.1: Reference Checks and Reports

The Chair, or a nominated member of the selection committee, is responsible for referee checking.

Applicants are requested to provide the names and contact details of three referees who have knowledge of the applicant's work. Referee checks must be conducted for all advertised positions.

Selection committee members may not act as referees for applicants and, if necessary, shall advise applicants to see alternative referees.

Persons other than nominated referees may not be approached for comment without permission from the applicant. To do so would constitute a breach of confidentiality and of privacy legislation.

Referee reports or transcripts of telephone referee checks for the successful applicant shall be attached to the Selection Committee Report.

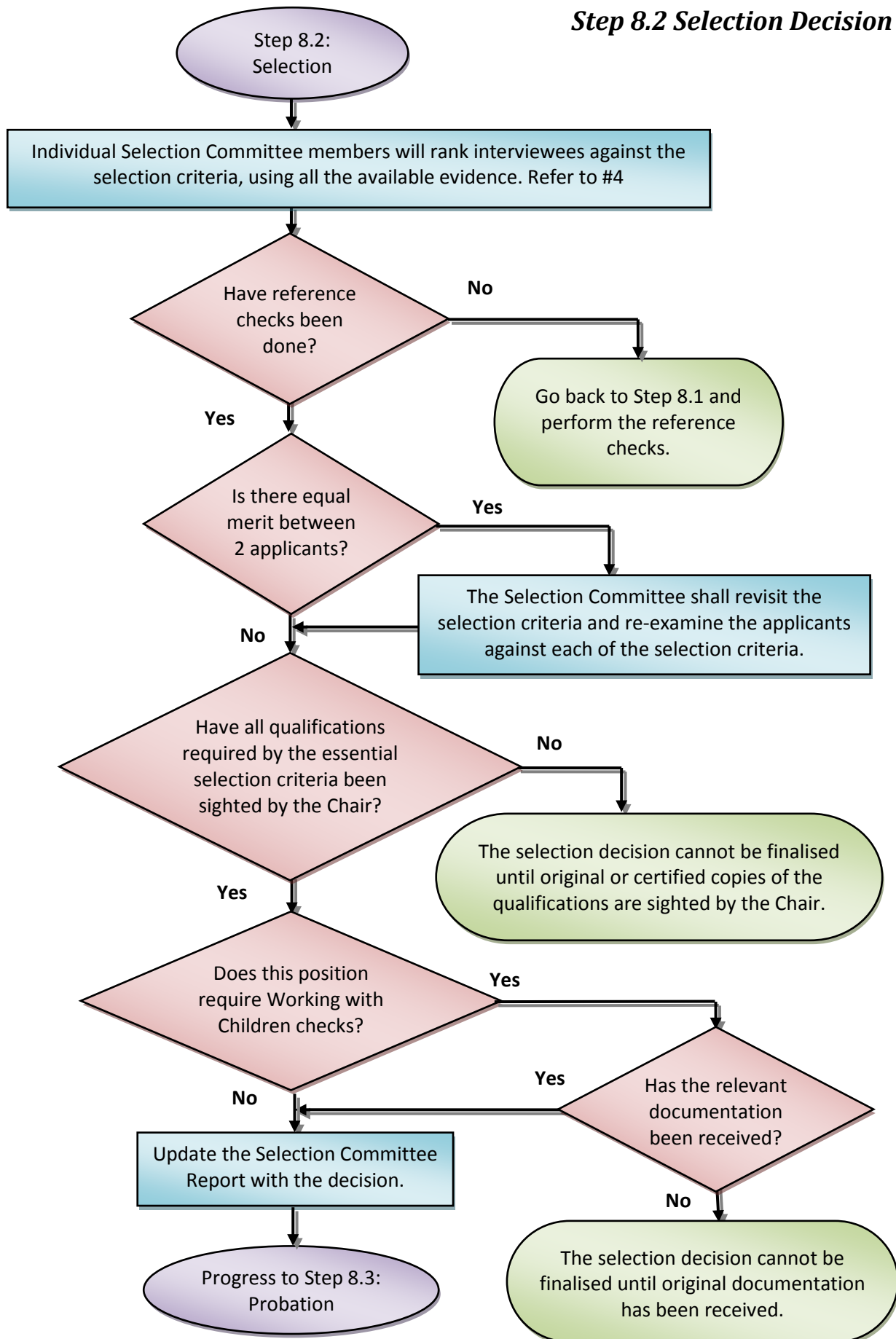
For further information refer to:

- [***Policy - Recruitment and Selection***](#)
- [***Interim Guidelines - Selection Committees and Nominated Supervisors s10.15***](#)

For related documents refer to:

1. [***Referee Reports Pro-Forma***](#)
2. [***Checklist for an Overseas Candidate***](#)

Step 8.2 Selection Decision



Step 8.2 Selection Decision

* Following interviews, individual selection committee members rank interviewees against the selection criteria, using all available evidence. This includes the written application, interview performance and referee reports (if available at this stage).

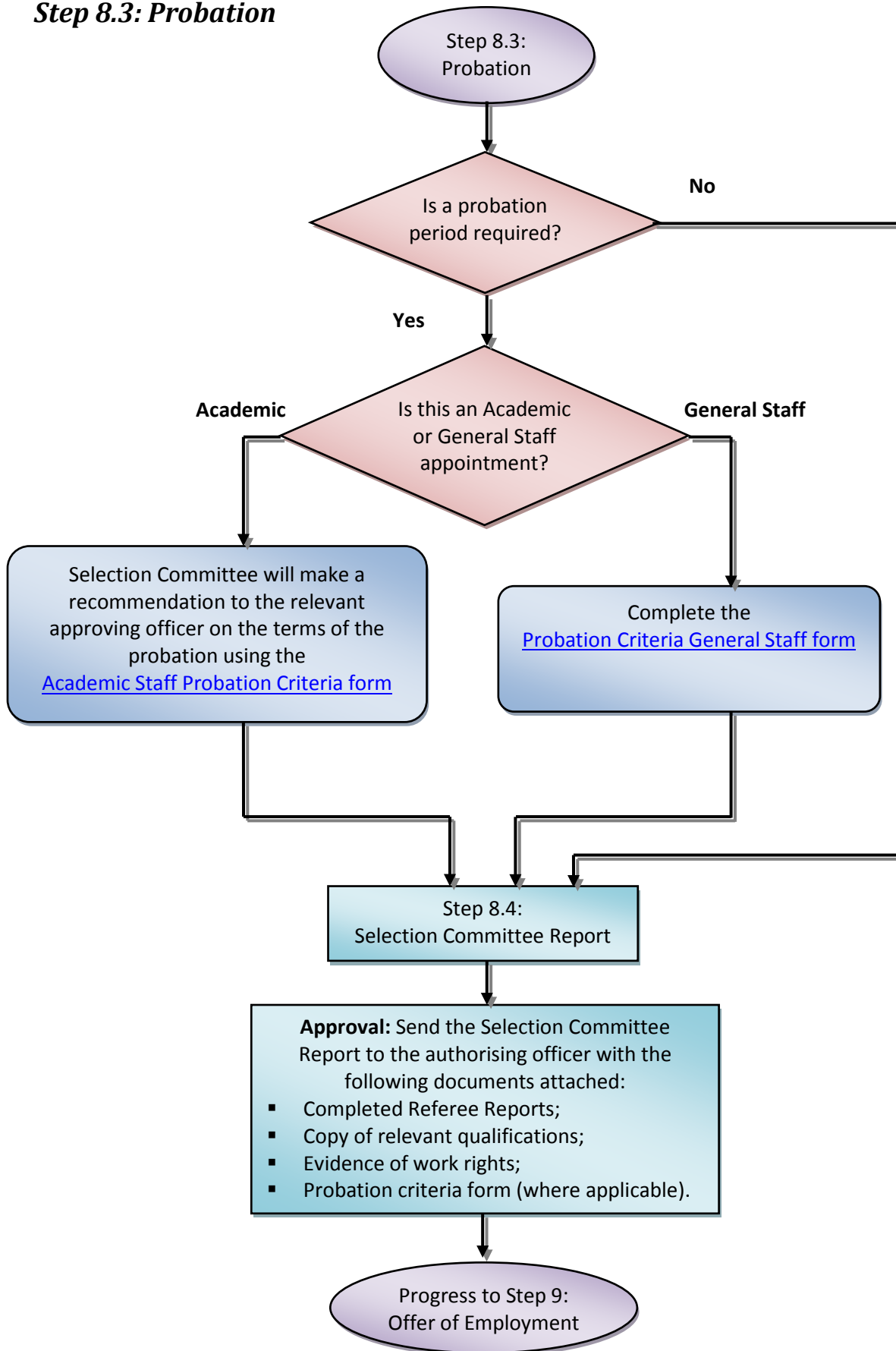
Where qualifications have been specified as an essential selection criterion, no selection decision may be finalised until original or certified copies of the qualifications are sighted by the Chair who shall attach signed copies of the qualifications to the Selection Committee Report.

The selection decision may not be finalised until referee checks are conducted and, where necessary, *criminal records checks required under child protection* or other relevant legislation are obtained.

For further information refer to:

- [***Policy - Recruitment and Selection***](#)
- [***Interim Guidelines - Selection Committees and Nominated Supervisors s3.9.1***](#)

Step 8.3: Probation



Step 8.3 Probation

The University identifies a probation period for all Academic Staff and may require a probation period for General Staff.

It is the responsibility of the Selection Committee to recommend to the relevant approving officer the terms of any **probation** to be attached to an academic appointment, having taken into consideration the nature of the work to be undertaken and the recommended candidate's background and experience.

Probation and/or qualifying periods of employment will be managed in accordance with the relevant policy.

HR will forward a copy of the relevant Academic or General Probationary Appointments Guidelines document to the Chairperson with the selection committee report.

Probationary Period: a specified reasonable period of probationary employment that is directly related to the nature of the work to be carried out as referred to in the relevant Enterprise Agreement and associated policies.

Note: The maximum period of probation for a continuing academic is five (5) years, however their appointment is normally confirmed after three (3) years.

For further information refer to:

- [***Probation for Continuing Academic Staff***](#)
- [***Probation for Fixed Term Academic Staff***](#)
- [***Probation for General Staff Policy***](#)
- [***Interim Guidelines - Selection Committees and Nominated Supervisors s3.9.2***](#)

For related documents refer to:

1. [***Academic Staff Probation Criteria Form***](#)
2. [***Probation Criteria – General Staff Form***](#)

Step 8.4 Selection Committee Report

The Selection Committee Report is a critical part of the selection documentation and must be prepared so as to validate the University's staff selection process in cases where the process is subject to scrutiny.

It must clearly document the reasons for the selection committee's decision in terms of the selection criteria and show why the preferred applicant was chosen.

The Chair, in consultation with the selection committee, completes the Selection Committee Report when the decision-making process is completed.

If the committee decides that no applicant meets the selection criteria, this is indicated on the Selection Committee Report and no appointment should be recommended.

Approval of Selection Committee Report

The Selection Committee Report must be forwarded to the authorising officer, with the following documents attached:

- Completed Referee Reports
- Copy of relevant qualifications
- Evidence of work rights
- Probation Criteria form (where applicable)

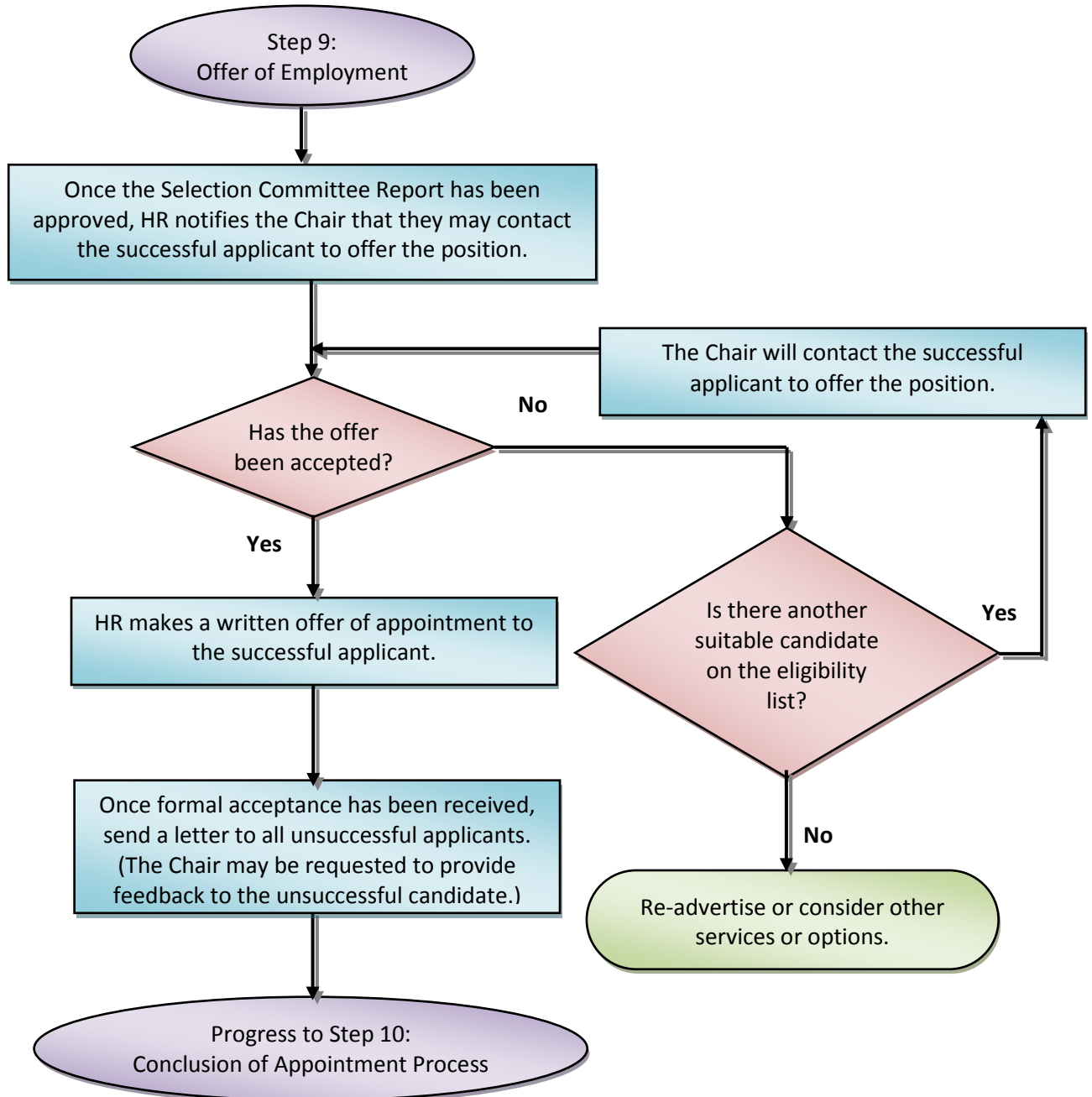
For further information refer to:

- [***Policy - Recruitment and Selection***](#)
- [***Interim Guidelines - Selection Committees and Nominated Supervisors s3.9.3***](#)

For related documents refer to:

1. [***Selection Committee Report Pro-Forma***](#)

Step 9: Offer of Employment



Step 9: Offer of Employment

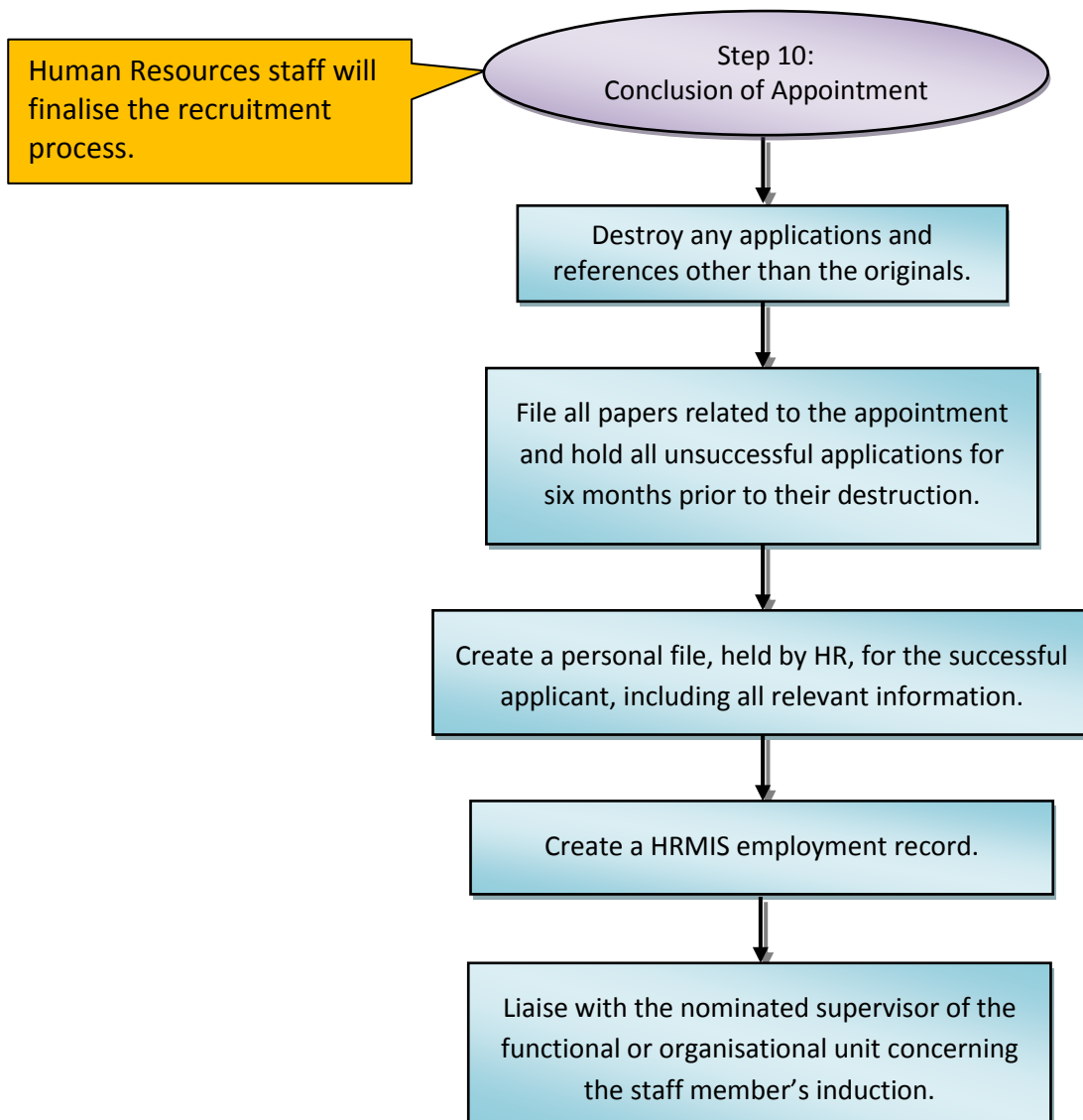
Under no circumstances should a person commence working at the University without a valid, approved contract of employment.

The earliest a new staff member can commence work is normally at least 10 days after the receipt of the completed and approved selection committee report. This provides time for the applicant to consider the University's offer, and accept it in writing. No applicant should commence employment with the University until the offer of employment has been signed and returned.

For further information refer to:

- [***Policy - Recruitment and Selection***](#)
- [***Interim Guidelines - Selection Committees and Nominated Supervisors s3.11***](#)

Step 10: Conclusion of Appointment Process



Step 10: Conclusion of Appointment Process

For further information refer to:

- [***Policy - Recruitment and Selection***](#)
- [***Interim Guidelines - Selection Committees and Nominated Supervisors s3.12***](#)
- [***Induction and Orientation***](#)