Name of Policy	**Interim – Staff Referral Policy**
Description of Policy	
❑ New Policy	❑ Revision
Description of Revision	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
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Revision Effective Date	
Senate Approval Date	
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1. Background Information

This policy relates to the referral of potential candidates by staff members to designated vacant positions at Australian Catholic University. The University wants to attract the best available staff in order to achieve its strategic goals and implement its Mission and recognises that staff members can play an important role in referring potential candidates as they understand Australian Catholic University's unique culture and mission.

2. Policy Statement

This policy is designed to encourage existing staff members to refer outstanding and suitably qualified people as candidates for designated vacant positions at the University. Staff Referrals may include friends or professional colleagues or acquaintances, whose qualifications and experience give evidence of matching the essential selection criteria for a designated vacant position at Australian Catholic University.

The University supports the principle that all staff are selected on merit as assessed against position requirements. These requirements are articulated as selection criteria for each position. A referral bonus may be paid to a staff member who refers one or more successful candidates to designated vacancies positions in accordance with the conditions in section 6 of this policy. Such candidates may be considered for fixed term or continuing appointment subject to certain conditions.

As a general principle the University reserves the right to make no appointment to positions which are vacant/have been advertised, to invite persons to apply for advertised positions, to appoint by invitation in some cases or to make a direct appointment to a position without recourse to advertisement.

3. Policy Purpose

The purpose of this policy is to encourage staff members to refer outstanding, suitably qualified candidates who fit the high performance culture of Australian Catholic University and who appear to meet the selection criteria for a designated vacant position.

The University has developed ethical, fair and impartial staff selection procedures which aim to be free from conflict of interest and characterised by confidentiality and respect for the privacy of applicants' personal information, in line with the provisions of the Federal Privacy Act 2000. In referring potential candidates as encouraged by this policy, staff making referrals are expected to uphold these important principles.

4. Application of Policy

4.1 This policy applies specifically to all continuing and fixed term vacancies of more than two years:

- Academic staff from Level A to Level D
- General staff from HEW level 1 to HEW level 9

All staff of the University may refer a potential candidate for a designated vacant position at Australian Catholic University.

5. Approvals

The approval for filling positions through employee referral or associated internal recruitment rests only with the Vice-Chancellor. Approvals for Selection Committee composition and Selection Committee recommendations are consistent with those in

the University's Recruitment and Selection Policy, and are documented in the University's *Register of Staffing Delegations*.

6. Procedures

6.1 When a vacant position (this would include soon to be vacant positions such as those resulting from a resignation or retirement) is identified as falling within the parameters of this policy, the nominated supervisor will notify the Human Resources (HR) and provide to HR the Position Description (where appropriate) and the essential Selection Criteria.

6.2 Internal Notification of Vacant Positions

The nominated supervisor will:

- circulate a notification of the vacancy to all University staff, using the standard format in Attachment 1; and/or
- request that HR publish a notification of the suitable vacancy in *Human Resources (HR Matters*)

In each case, the notification will invite staff to nominate potential candidates. The notification will include the position title, the classification and salary level of the position, whether the position is offered on a continuing or fixed term basis, the organisational or functional unit name, the campus and location of the position, and contact details for specific enquiries and position information.

6.3 Referrals

6.4 An internal notification and/or a HR Matters notification will include an invitation to University staff members to put forward the names of any potential candidates they wish to refer for a position that has been notified as vacant. The staff member or nominated supervisor is to advise the person and confirm that if they are interested they need to submit an application to HR Support. The staff member may then advise HR Support of a potential candidate within 3 working days of the notification. The Human Resources Consultant will reply in writing to confirm that the referral has been received.

6.5 Selection Committee

If any suitable referrals under this policy are received, the nominated supervisor will establish a Selection Committee, consisting of:

- For a continuing appointment – Full Selection Committee consistent with the University's *Recruitment and Selection Policy*;
- For a fixed term appointment – Full Selection Committee consistent with the University's *Recruitment and Selection Policy*.

6.6 Applications

Full written applications for the position addressing the selection criteria will be due within 5 working days of the date of the notification in *HR Matters.*

6.7 Referee Checks

Applicants will be required to supply the contact details of three referees with their applications.

6.8 Review of Applications

Written applications will be considered by the Selection Committee against the selection criteria. Applications that do not meet the selection criteria will not be considered further.

6.9 Interviews

Suitable applicants for continuing positions under this policy will be interviewed by a full Selection Committee, using the approved structured format as set out in the University's *Recruitment and Selection Policy.*

Suitable applicants for fixed term positions under this policy will be interviewed by a Selection Committee consisting of:

- The Nominated Supervisor
- One Executive Committee Member and One person from outside the work area.

7. Selection Decision, Probation and Selection Committee Report

7.1 Selection Decision

Following the interview/s the selection committee will decide on the suitability of the applicants, and, if there is more than one applicant who appears to be suitable, rank them in order of preference.

Referee checks will then be conducted for any applicant who is under consideration for the position. If the referee reports do not confirm the Committee's rankings, the Committee should consider whether to check the referees of another candidate, if there is one, or to proceed to recruitment action through the normal processes.

7.2 Selection Committee Report

The Chair of the Committee is responsible for documenting the Selection Committee's Report.

The Report will specify the following details in respect of any recommended applicant:

- Details of the recommended applicant
- The reasons for recommending the applicant, in terms of the selection criteria
- Any conditions that apply to the appointment, such as probationary periods
- Whether the appointment is continuing or fixed term, consistent with the position notification
- The recommended commencement date
- The level and step to be offered
- The ranking of any other eligible applicant who was considered under this policy
- Any dissenting opinions

If no applicant considered under this policy meets the essential selection criteria, no appointment will be recommended and the Report will specify the reasons for this decision.

7.3 Probation

For new general staff appointed under this policy, a probationary period of up to six months will apply, consistent with the University's *Probation for General Staff Policy*. For new academic staff appointed through this policy the normal probationary periods

for academic staff will apply, consistent with the University's *Probation for Continuing Academic Staff Policy* and *Probation for Fixed Term Academic Staff Policy*.

8. Payment of Bonus for Staff Referrals

Staff will be paid the bonus for referrals under this policy on the date of the first pay period after the 12 month anniversary of the date the referred staff member commenced at the University, subject to successful probation (for general staff) and successful Year 1 Interim Review Report (for academic staff). If the staff member referred under this policy leaves employment with the University within 12 months, for any reason, the bonus will not be payable.

9 Conflict of Interest

A staff member shall not refer as a candidate for a position under this policy any person with whom the staff member has or has had a close personal relationship. Failure to comply with this requirement shall be treated as a breach of the *University's Code of Conduct for All Staff,* and may lead to disciplinary action.

A staff member making a referral cannot play any part in the recruitment process or act as a referee.

10 Policy Review

This policy will be reviewed within three years of implementation to establish its efficacy. The University will make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about the Policy may forward their suggestions to the Director, Human Resources.

11 Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor. Should further advice be needed the staff member should contact the Human Resources Consultant responsible for their campus.

Attachment 1

Email Notification of Vacancy

To all staff:

I wish to advise you that a vacancy has arisen in the *[Faculty/Directorate/Work Area],* for a *[name/title of position].*

If you know of an outstanding and suitably qualified candidate for this position, you may make a referral under the University's *Staff Referral Policy* within 3 working days of the publication of the notification of vacancy.

A staff member who makes a successful referral may be eligible for a bonus of $600 (taxable).

If you would like further information about the vacancy or about the policy, please contact your local Human Resources Consultant.

Regards

[Nominated Supervisor]