

Recruitment and Selection Procedures - Casual Employees

Section 1 - Purpose and Scope

(1) The purpose of this procedure is to establish recruitment and selection processes for casual employees that are consistent with the [Recruitment and Selection Policy](#) and supports the University's goals to:

- a. recruit casual employees who demonstrate they have the skills, qualifications and attributes consistent with the University's values and strategic goals and the relevant position requirements;
- b. adopt a fair and consistent approach to the recruitment, assessment and selection of casual employees based on merit and equal employment opportunity;
- c. promote timely and efficient processes;
- d. ensure transparency, while balancing the need for confidentiality;
- e. apply the provisions of the relevant University policies and procedures.

Scope

(2) This procedure applies to the recruitment and selection of all casual employees whose employment is governed by the University's [Enterprise Agreement](#).

Section 2 - Procedures

Identify workforce need

(3) Casual recruitment is used to cover ad hoc and/or short-term vacancies where a clear need for the work to be completed has been established. Casual recruitment is appropriate for purposes such as:

- a. temporary high or additional workloads;
- b. session and study period teaching requirements; and
- c. covering short-term staff absences.

(4) Casual employment registers are to be reviewed and refreshed regularly by Work Units (at least every two years for casual academics) to ensure:

- a. equity of employment opportunity;
- b. the skills of our casual employees are of the highest standard; and
- c. relevance and currency of industry experience.

(5) Before seeking the Head of Work Unit's approval for the recruitment and or selection, the hiring manager needs to establish:

- a. a clear need for the work to be completed and the timeframe for the recruitment process;

- b. duties, classification and period required;
- c. relevant skills, knowledge, experience and qualifications required, including consideration of specific work requirements, such as Working with Children Checks; and
- d. if relevant, selection criteria.

Eligibility

(6) The University's minimum selection requirements are:

- a. eligibility to undertake paid work in Australia;
- b. strong verbal and written communication and interpersonal skills;
- c. relevant and recent industry or academic experience;
- d. for academic employees, formal tertiary qualifications and/or relevant work experience in accordance with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#).

(7) Hiring managers may add their own relevant selection criteria to these minimum requirements. A copy of the selection criteria should be kept with the record of interview and selection.

Sourcing potential employees

(8) Potential candidates should, where possible, be sourced through an open and merit-based process.

(9) The following options should be considered when sourcing casual employees:

- a. casual employment registers on the [Jobs@SCU](#) website;
- b. job platforms and websites;
- c. professional forums and associations;
- d. agencies (general or search);
- e. external resourcing tools, such as Adjunct Finder;
- f. referrals or networks; and
- g. print media (newspapers, magazines).

Application process

(10) Normally, applications for casual employment should be made through the casual employment register. Work units can access the application reports, as required.

(11) Where casual recruitment is required for a specific function, not included on the casual employment registers, HR Services is available to assist with advertising, receiving and collating the applications. The hiring manager will be provided with the applications after the closing date and will manage the shortlisting and interview processes.

Selection process

(12) All new casual candidates must be interviewed. The minimum requirement is a video conferencing interview; however in-person interviews are preferred. The interview must be conducted by the hiring manager and one other relevant employee from the work unit. In the case of casual academics, the interviewing panel must include at least one academic employee from the School/College, preferably the relevant Unit Assessor or Course Coordinator.

(13) The work unit is responsible for verifying professional memberships, registrations and Working with Children Clearances where necessary for the role.

Record-keeping

(14) Records of potential casual staff interviewed should be retained by the Work Unit for 12 months. The record should include who was interviewed, by whom, on what date and the reason why the recommended candidate was selected. These records may be relied upon to support selection decisions if challenged.

(15) A [Casual recruitment - record of interview and selection](#) can be used to record this information.

(16) If new to the University, or if not previously provided to HR Services, the candidate's CV and certified copies of their formal tertiary qualifications are sent to HR Services to be retained on their personnel file.

Check references

(17) A minimum of two referee reports must be obtained from referees nominated by the candidates and should be current or recent supervisors or line managers. All referee reports are confidential and are only available to people involved in the recruitment process.

(18) The hiring manager will obtain either verbal or written referee reports.

Pre-employment screening

(19) The University reserves the right to require the successful completion of a range of employment screening checks, including but not limited to Working with Children Checks. The type of screening undertaken will correspond with the nature of the duties advertised and any legislative requirements that may apply from time-to-time.

Approval and feedback

(20) After a casual candidate is selected, the hiring manager should:

- a. inform the successful candidate;
- b. obtain approval for a casual contract from the Head of Work Unit; and
- c. notify and provide feedback to unsuccessful candidates, if relevant.

(21) At the point of offering employment, candidates should be made aware of the following basic employment matters:

- a. name of their supervisor;
- b. need to complete an induction program as part of their contract requirements;
- c. process for claiming payment for work completed;

(22) provision of office space and resources;

(23) expectations of their presence on campus or at school meetings and requirements in relation to student consultation;

(24) any requirements re inter-campus travel; and

(25) the engagement is for the period of the contract only and, if accepted, there is no expectation of further employment beyond the contract end date.

Contract offer and acceptance

(26) A casual employment contract is prepared, approved by the Delegate and sent to the candidate. The candidate's written acceptance is required before employment commences. Scanned and emailed acceptances of a casual

contract is acceptable.

Status and Details

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Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services