

# 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) 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. the selection criteria.

## Sourcing candidates

(5) 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 and diversity of employment opportunity;
- b. the skills of our casual employees are of the highest standard; and
- c. relevance and currency of industry experience.

(6) Where the casual employment registers have been exhausted, the Head of Work Unit may approve to advertise for casual academic staff in the specific discipline. Vacancies may be advertised internally or externally and it is recommended that the opportunities are promoted to University postgraduate students and through professional forums, associations, referrals or networks.

## Eligibility

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

- a. eligibility to undertake paid work in Australia;
- b. positive and respectful 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 \(Threshold Standards\) 2021](#).

(8) 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.

## Application process

(9) Normally, applications for casual employment should be made through the University's e-recruitment system. Work units can access applications as required.

(10) Where casual recruitment is required for a specific function, HR Services will 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

(11) All new casual candidates must be interviewed. The minimum requirement is a MS Teams or Zoom 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 Faculty/College, preferably the relevant Unit Assessor or Course Coordinator.

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

## Record-keeping

(13) 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.

(14) A Casual recruitment - record of interview and selection can be used to record this information.

(15) 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 must be sent to HR Services for recording on their personnel file.

### **Check references**

(16) At least one referee report must be obtained from a referee nominated by the candidates and should be a current or recent supervisor. All referee reports are confidential and are only available to people involved in the recruitment process.

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

### **Pre-employment screening**

(18) 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.

### **Contract offer and acceptance**

(19) 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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|------------------------------|---|
| <b>Status</b>                | Current   |
| <b>Effective Date</b>        | 28th July 2023                                    |
| <b>Review Date</b>           | 28th July 2026                                    |
| <b>Approval Authority</b>    | Director, Human Resources                         |
| <b>Approval Date</b>         | 28th July 2023                                    |
| <b>Expiry Date</b>           | Not Applicable                                    |
| <b>Responsible Executive</b> | Kim Franks<br>Vice President (People and Culture) |
| <b>Head of Work Unit</b>     | Kath Drew<br>Director, Human Resources            |
| <b>Enquiries Contact</b>     | HR Services                                       |