

Recruitment and Selection Policy

Section 1 - Purpose and Scope

(1) This Policy details the framework and principles that guide the University's recruitment and selection processes. The policy supports the University's aim to recruit and appoint employees who demonstrate skills, qualifications and attributes consistent with the University's Values , [Strategic Plan](#) and the relevant position description.

(2) This policy must be read in conjunction with:

- a. [Recruitment and Selection Procedures - Fixed-term and Continuing Employees](#)
- b. [Recruitment and Selection Procedures - Casual Employees](#)

Scope

(3) This Policy applies to the recruitment and selection of continuing, fixed-term and casual employees whose employment is governed by the University's [Enterprise Agreement](#).

(4) It does not apply to recruitment and selection processes for the University's controlled entities (eg Southern Cross Campus Services) or for senior positions not included in the Enterprise Agreement's classification structures.

Section 2 - Policy Statement

(5) Recruitment and selection processes are based on the principles specified in clauses 6 to 9 but, equally important, are guided by the:

- a. priorities identified through workforce planning processes;
- b. University's commitment to develop a staff profile that reflects the diversity of its students and the general community, including its Aboriginal and Torres Strait Islander communities;
- c. need for flexibility to adapt to the changing external and internal environment; and
- d. relevant University plans, strategies, agreements, policies and procedures.

Principles

(6) Recruitment and selection processes will comply with relevant federal and state legislative requirements. Processes for academic employees engaged to teach must also comply with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) requirement regarding qualifications.

(7) Recruitment and selection processes will be conducted with equity, fairness and transparency and in accordance with the University's Values.

(8) Appointments will be made based on an applicant's merit (abilities, aptitude, skills, knowledge, qualifications, experience, achievements, personal qualities and potential relevant to the duties, responsibilities and associated requirements of the position) and will be free from bias and unlawful discrimination.

(9) Participants involved in recruitment and selection processes are required to:

- a. comply with:
 - i. University policies and procedures;
 - ii. the [Code of Conduct](#) and University Values and conduct themselves in a professional manner;
 - iii. the [Personal Relationships Policy](#) in relation to any actual or potential conflict of interest with their responsibilities in the process;
- b. maintain confidentiality; and
- c. protect individual rights to privacy.

Status and Details

Status	Historic
Effective Date	4th August 2017
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Approval Date	4th August 2017
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Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services