Recruitment and Appointment Procedure

Related Policy

Recruitment and Appointment Policy

Responsible Officer

Executive Director, Human Resources

Approved by

Executive Director, Human Resources

Approved and commenced

July, 2017

Review by

July, 2020

Responsible Organisational Unit

Human Resources

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1 Objective

The Recruitment and Appointment Procedure underpins the University’s approach to recruitment and appointment to ensure that the University is well positioned to achieve its strategic and operational goals.

2 Scope

This Procedure applies to all University staff and covers appointments to ongoing, fixed-term and casual recruitment and appointments.

Appointment to positions such as Emeritus Professor, Clinical, Adjunct, Visiting Fellows and Scholars, Associate, Examiners of Research Theses and academic discipline leadership positions will be made in accordance with the relevant policies.

3 Responsibilities

Recruitment is a shared responsibility with activities managed through the relevant supervisor of the position, members of the Selection Committee and Human Resources.

3.1 The supervisor

The responsibilities of the supervisor are to:

1. Develop a position description to communicate the functions and requirements (not required for casuals)
2. Obtain the appropriate approvals to recruit;
3. Appoint members of the Selection Committee;
4. Chair or support the Selection Committee in accordance with the Selection Committee Procedure;
5. Chair (or in some cases support) selection activities including: shortlisting, interviewing and reference checking;
6. Identify and subsequently onboard and induct the successful applicant or identify an appropriate person to undertake this role.

3.2 The Selection Committee

For competitive recruitment processes, the Selection Committee is responsible for conducting a fair and valid transparent process to assess the applicant/s against the position criteria and for the ultimate decision to recommend to appoint or reject an applicant.

3.3 Human Resources

Members of the Human Resources team are responsible for:

- Providing professional advice on any aspect of the recruitment process;
- Providing appropriate support and administration to the process.
4 Recruitment Process

Recruitment to a vacant position, either on an ongoing basis or a fixed-term contract of greater than 12 months will be as a result of a competitive merit based process.

Appointment to fixed-term positions of 12 months or less and the recruitment of casuals may be made by direct appointment. In addition, those fixed term appointments where the funding source is restricted (research) funds, appointments may be made by direct appointment for the duration of the project funding up to a maximum of 5 years, whichever is shorter.

Recruitment generally consists of the following phases:

- The planning phase;
- The sourcing phase - candidate sourcing, advertising and attraction;
- The selection phase - assessment and selection;
- The appointment phase - offer and onboarding;
- The employment phase.

4.1 The Planning Phase

The planning phase will identify the recruitment need, determine the approach and plan for each phase of the recruitment process. The planning phase consists of the:

- development of a position description and pre-employment health report;
- approvals process;
- determining membership of the Selection Committee;
- determining a timeframe for the process and the approach to be taken to sourcing and selection phases.

4.1.1 The Position Description and Pre-employment Health Report

Prior to the commencement of any recruitment process the following shall be developed:

- A position description, with a classification assigned by Human Resources, that clearly outlines the purpose, key tasks, position criteria and relationships for a specific position;
- A pre-employment health report that articulates the inherent requirements of the position from a health perspective.

The Human Resources Business Partner or equivalent will confirm the classification level for the position as part of the approvals process.

4.1.2 Approval

All recruitment must be approved by the College/Faculty/Institute/Division in accordance with the Delegations Policy and the University approvals process.

A request to recruit will include the justification for the appointment, identify availability of funds, and alignment with the University and Organisational Unit plans. In addition, approval for the creation of any new position/s must be obtained prior to the commencement of the recruitment process.
4.1.3 Selection Committee

A Selection Committee shall be established and is required to:

- shortlist applicants;
- assess shortlisted applicants;
- determine the suitability of applicants;
- document and notify Human Resources of the outcomes.

Selection Committee processes and membership is outlined in the Selection Committee Procedure.

The Chair of the Selection Committee should seek to have any conflicts of interest declared and formally advised by panel members at the time of receiving applications for assessment.

4.1.4 Approach

The Selection Committee Chair (or nominee) determines the approach to be taken for the following steps in the recruitment process:

- sourcing, advertising and applicant attraction;
- shortlisting;
- interviews and other assessment methods, as appropriate;
- referee reports;
- timeframes for each element of the process.

4.2 The sourcing phase - sourcing, advertising and candidate attraction

In the normal course of events, positions will be advertised to ensure that potential applicants who are eligible for appointment have a reasonable opportunity to be aware of, and apply for, positions. Additional measures may be undertaken to support applicant sourcing and attraction.

In consultation with the relevant Organisational Unit, the HR Business Partner (or equivalent) may recommend that a position does not require advertisement to the Executive Director, Human Resources as part of the approval and authorisation process.

4.2.1 Advertising

Advertisements are drafted in accordance with University guidelines and should:

- provide information on the key responsibilities of the position;
- have a reasonable closing period ideally no less than 5 working days for the submission of applications;
- provide details of how applicants can obtain further information;
- outline the remuneration applicable to the position and the duration of appointment.
4.2.2 Internal Advertising

It shall be open to a University budget centre in consultation with Human Resources to identify the appropriate methods of advertising, internally and/or externally. An internal advertising process may be utilised to fill a vacant position if:

- it is anticipated that there is a strong internal field of applicants and advertising internally will provide career advancement opportunities for current members of staff;
- it supports the advancement of an under represented equity group (e.g. Aboriginal people).

Submissions supporting the use of an internal advertising and appointment process must be approved by the relevant College Pro Vice-Chancellor, Principal University College, Dean, Head of Institute or Division and the Executive Director, Human Resources.

4.2.3 Advertising requirements for Academic positions

<table>
<thead>
<tr>
<th>Position Type</th>
<th>Advertising Framework</th>
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<tbody>
<tr>
<td>Academic Staff levels D and E</td>
<td>Positions at academic levels D and E must (at a minimum) be advertised on the University of Tasmania website and have international and national search reach.</td>
</tr>
<tr>
<td>Academic Staff levels B and C</td>
<td>Continuing or tenurable positions at Academic Level B / C must be advertised on the University of Tasmania website, and have national search reach.</td>
</tr>
<tr>
<td>Academic Staff levels A</td>
<td>Continuing or tenurable positions at Academic Level A must be advertised on the University of Tasmania website.</td>
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</tbody>
</table>

4.3 The selection phase - Assessment and Selection

The process of assessing all applications against the position requirements will include but is not limited to:

- Shortlisting;
- interview (this may include assessment centres; practical exercises; second/third interviews);
- referee reports and pre-employment health report.

4.3.1 Shortlisting

The process for the shortlisting of applicants will be determined by the Chair of the Selection Committee.
The assessment of candidates and the recommendation will be documented to accurately record decisions of the Selection Committee.

Shortlisted applicants required to undertake a work test presentation or other selection method should be informed of this prior to interview.

4.3.2 Interview

Within any one selection process, interviews should have a similar structure and each applicant is given reasonable and equitable time to respond to similar areas of enquiry and to establish their claims against the position.

Questions regarding personal circumstances should not be asked unless they are directly relevant to the position requirements and their relevance is explained at the outset. Such questions are normally to be asked of all candidates.

The assessment of candidates and the recommendation will be documented.

Interview Guides are available on the Human Resources website.

4.3.3 Referee reports

Referee reports must be completed prior to a final decision to appoint and communicated to all the Committee.

Referee reports may be written or verbal and may be received either before or after the interview. Where verbal reports are provided it is the responsibility of the panel member taking the report to make a written record of the discussion with the referee.

The applicant must provide referee details and permission to contact referees; this would normally be recorded on the application for employment. Should further detail or permission be required, the candidate should be contacted directly.

Referee report guidelines and templates are available on the Human Resources website.

4.3.4 Pre-Employment Health Report

In consultation with the Chair, Human Resources will obtain, review and confirm the pre-employment health report of identified applicant/s. The pre-employment health report will confirm:

- the applicant meets the inherent requirements of the position from a health perspective; and
- any reasonable accommodation that may be required to support the health and wellbeing of that applicant on employment with the University.

4.4 The employment phase - offer and onboarding

The steps involved in securing the preferred applicant, and in coordinating their successful transition to the position include:

- the offer of employment;
Recruitment and Appointment Procedure

- negotiation of individual terms of employment; and
- the required arrangements to effect those terms of employment.

4.4.1 Identifying the preferred applicant

The preferred applicant is identified by the Selection Committee and confirmed in the Selection Committee Report. The decision to appoint is made on merit, and must be in accordance with the Delegations Policy.

The selection committee report should be endorsed by the Committee and Human Resources prior to an offer being extended to the preferred applicant.

4.4.2 Notifying non-selected applicants

The Chair of the Selection Committee (or nominee) is encouraged to contact all shortlisted applicants to notify of the status of their application and provide feedback to the shortlisted applicants. Human Resources will administer the formal notification of the outcomes specified in the Selection Committee Report.

4.4.3 Making the offer

The offer process is a close collaboration between the Chair of the Selection Committee, the supervisor and Human Resources. The specific details of, and negotiation of the components of the offer must be:

- approved in accordance with the Delegations Policy; and
- consistent with University Policies, Procedures and Guidelines.

The process for extending an offer to the preferred applicant should be negotiated between the Chair of the Committee, the supervisor and Human Resources. This process would normally involve a verbal discussion and negotiation with the preferred applicant, followed by a formal letter of offer prepared by Human Resources.

The preferred commencement date must be within a timeframe that ensures all onboarding resources are available.

4.4.4 HR Administration

The details of the selection processes, outcomes and offer are formally communicated in the Selection Committee Report. All documentation taken throughout the process including the Shortlisting Report and the formal Selection Committee Report should be collected and forwarded to Human Resources for inclusion on the appropriate employee or position file.

Human Resources will:

- keep appropriate records on the position file of the process and outcomes;
- provide advice on, coordinate and administer any required relocation and/or visa processes;
- Create an individual electronic employment file and MyHR file;
- Issue an employee number.
In accordance with relevant legislation and policies, any applicant may request to view information and/or records pertaining to their application, and processes undertaken.

4.4.5 Onboarding

The *Joining UTAS* toolkit details the steps to facilitate a successful transition of the new staff member into the UTAS and Tasmanian communities.

It is normally the responsibility of the supervisor to make the arrangements or coordinate the arrangements for onboarding / induction and probation.

5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
</tr>
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</table>

6 Supporting Documentation

- Recruitment and Appointment Policy
- Inclusion, Diversity and Equity Policy
- Engagement of Contractors Policy
- Conflict of Interest Policy and Procedure
- Privacy Policy
- Delegations Policy
- Records Management Policies and Guidelines
- Visiting Fellows and Visiting Scholars Program Policy and Procedure
- Adjunct, Clinical and Associate Titles Policy and Procedure
- Distinguished Professors Policy and Procedure
- Appointment of Heads of School Procedure
- Police Records Check (Staff) Policy
- Identified Aboriginal Positions Guidelines
- Secondment Procedure
- Internal Transfer Procedure
- Internal Nomination Procedure
- Selection Committee Procedure
- UTAS Statement of Values
- Human Resources website
- University Staff Agreement 2013 – 2016

7 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>The following Procedures have been superseded and have been revoked:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Procedures for the Appointment of Full-time and Fractional Academic Staff at Levels A, B and C; approved September 2002; reviewed November 2005</td>
</tr>
<tr>
<td>Procedures for the Appointment of Full-time and Fractional Academic Staff at Levels D and E; approved September 2002; reviewed November 2005</td>
<td></td>
</tr>
<tr>
<td>Procedures for the Appointment of Full-time and Fractional General Staff at HEO Levels 1 to 10; approved September 2002; reviewed November 2005</td>
<td></td>
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<tr>
<td>Recruitment and Appointment Procedure, approved Executive Director, Human Resources, November 2014. Amended in December 2016 to incorporate Colleges.</td>
<td></td>
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<tr>
<td>Current Version</td>
<td></td>
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<tr>
<td>Recruitment and Appointment Procedure, approved Executive Director, Human Resources, July, 2017</td>
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