

Staff Recruitment and Selection Policy

Section 1 - Purpose

- (1) The purpose of this Policy is to set out Charles Sturt University's management principles on recruiting and selecting quality staff.
- (2) This Policy is designed to assist Charles Sturt University (the University) to:
- a. meet its mission, priorities and objectives;
 - b. maintain the principle of recruitment based on merit; and
 - c. ensure the application of reasonable and consistent standards for the recruitment of all staff at the University.
- (3) Equal opportunity principles are integral to the recruitment and selection processes of the University.

Scope

- (4) This Policy applies to all paid continuing and fixed-term appointments, full-time and fractional.
- (5) This Policy does not apply to the appointment of casual staff.

Section 2 - Glossary

- a. Recruitment - refers to the process of attracting the best available applicants for employment at the University.
- b. Selection - refers to the process of identifying the best candidate(s) for employment at the University.
- c. Merit - refers to getting the best person for the job without taking into account irrelevant factors. This includes eliminating subjectivity and bias in work design, the recruitment process and assessing candidates against the inherent requirements of the job.
- d. Referee - refers to a person who can attest that the candidate can perform the requirements of the position.

Section 3 - Policy

Part A - Principles

- (6) Recruitment at the University is:
- a. preceded by planning in relation to organisational structure; work design and job analysis; position descriptions; and selection criteria;
 - b. diverse and tailored to the context and environment of the role to be filled; and
 - c. committed to producing the best outcome for the University.
- (7) To minimise risk and maximise flexibility the recruitment process will ensure:

- a. recruitment occurs within an evidence based and merit context;
- b. all processes are transparent and decision making is documented from inception to decision; and
- c. the University employs rigorous and valid selection strategies which manage reputation as an employer of choice.

Part B - Responsibilities

(8) The Division of Human Resources shall establish the policy and procedures and monitor the recruitment process and will provide advice, guidance and assistance to those persons involved in staff recruitment and selection at the University.

(9) Faculties and Divisions are responsible for recruiting staff in accordance with the University policy and procedures and legislative requirements.

Part C - Selection of Staff

(10) Selection shall be based on merit or other market-based approaches, which are determined through an assessment of an applicant's qualifications, experience, standard of work performance and personal qualities relevant to the requirements for the position.

Section 4 - Procedures

(11) Refer to the Staff Recruitment and Selection Procedure.

Section 5 - Guidelines

(12) Nil.

Status and Details

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