

# 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.

### Scope

(3) This Policy applies to all paid continuing and fixed-term appointments, full-time and fractional.

(4) This Policy does not apply to the appointment of casual staff.

## Section 2 - Glossary

(5) For the purposes of this Policy:

- 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.
- e. Affirmative action or positive discrimination - refers to special measures that can be undertaken to "confer a benefit upon a group that has been historically disadvantaged in order to achieve substantive equality". (Australian Human Rights Commission, 2008, The right to a discrimination-free workplace.) Special measures are allowed under Commonwealth anti-discrimination legislation, and include strategies to improve workforce diversity by increasing the proportion of staff from equity groups in the total staff population.

## Section 3 - Policy

### Part A - Principles

(6) Equal opportunity principles are integral to the recruitment and selection processes of the University.

(7) The University is committed to increasing employment opportunities and retention rates for people from equity groups. Special measures include allocating targeted positions to recruit people from equity groups and removing systemic barriers from the recruitment process.

(8) 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.

(9) To minimise risk and maximise flexibility, the recruitment process will ensure that:

- 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**

(10) The Division of People and Culture 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.

(11) Faculties, divisions, centres, offices, schools and sections are responsible for recruiting staff in accordance with the University policy and procedures and legislative requirements.

## **Part C - Selection of Staff**

(12) 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**

(13) Refer to the [Staff Recruitment and Selection Procedure](#).

## **Section 5 - Guidelines**

(14) Refer to:

- a. [Staff Recruitment and Selection Guidelines - Indigenous Australian Staff](#);
- b. [Staff Recruitment Guidelines - Targeting Women for Senior Positions](#); and
- c. [Staff Recruitment and Selection Guidelines - People with Disability](#).

## Status and Details

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