



STAFF RECRUITMENT AND SELECTION PROCEDURE

1. PURPOSE

- (1) The purpose of this policy is to set out Charles Sturt Campus Services management principles on recruiting and selecting staff.
- (2) This policy is designed to assist Charles Sturt Campus Services (CSCS) to:
 - a. meet its strategic 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.

2. 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

3. POLICY

Refer to the Staff Recruitment and Selection Policy CSCS086 .

4. PROCEDURES

Part A – Recruitment Request

To initiate recruitment the CSCS Area Manager completes the Recruitment Request Form (which includes full details of position requirements – remuneration, hours, cost codes etc.) and submits to the Recruitment Officer.



The Recruitment Officer checks the Recruitment Request Form and prepares the Position Description before implementing recruitment strategies, advertising and coordinating the selection committee.

Part B - Recruitment Strategies

Selection will be based on merit, which is determined through an assessment of an applicant's qualifications, experience, standard of work performance and personal qualities relevant to the requirements for the position and relative to the credentials and attributes of other applicants.

Recruitment Strategies that may be considered include, but are not limited to:

- a. CSCS Website - essential
- b. external advertising;
- c. use of a search agency;
- d. internal advertising;
- e. appointment by secondment; at the sole discretion of the General Manager
- f. direct appointment; at the sole discretion of the General Manager
- g. application by invitation;
- h. appointment from eligibility list; and
- i. application by expression of interest.

Part C - Advertising

The aim of CSCS is to attract the best applicants available in the most timely and cost-effective way.

It is essential that all positions are advertised on the CSCS website.

The usual practice of CSCS is to publicly advertise all vacancies through recruitment agencies. Other recruitment strategies may be considered, taking into account the nature of the position and the market for similar roles.

An advertisement will specify the application process and requirements of the position.



Part D - Selection Committees

Selection committees will be established to shortlist applications and to interview and recommend applicants for employment. They may vary in size, depending on the situation and position.

It will consist of persons who are equal or senior in rank to that of the expected appointment. The Recruitment Officer will approve final membership of the selection committee.

If a selection committee member has to be replaced at short notice, the Recruitment Officer will determine whether it is practicable for a replacement member to participate in the selection process.

Part E - Responsibilities of Selection Committee Members

The Recruitment Officer will be responsible for ensuring:

- a. information pertaining to the position and selection criteria is current;
- b. candidates' needs have been considered, i.e. candidates are given every opportunity to learn about the position, CSCS, and selection is viewed as a mutual assessment process;
- c. the selection committee is properly constituted;
- d. selection processes are conducted in accordance with CSCS principles, policies and procedures;
- e. all relevant documentation that supports the recommendation for appointment is completed; and
- f. post-interview feedback is given when requested

All members of a selection committee will ensure that they:

- a. have a sound knowledge of the conduct of selection committees; and
- b. have examined in detail the credentials of each applicant.

Where a member of a selection committee has a close personal relationship or possible conflict of interest with an applicant, the member will disclose such personal



relationship or possible conflict of interest to the Recruitment Officer as soon as possible. The Recruitment Officer will decide whether the member should serve on the selection committee and advise the member accordingly.

Selection committee members are bound by a confidentiality requirement and the deliberations of the selection committee and the views of its individual members are not to be disclosed to any person outside the recruitment process and must remain confidential. This principle applies to applications, referee names and reports or comments, shortlisting, interviews, discussions and deliberations. This applies equally during the recruitment process and after it is completed.

Any breach of confidentiality in the recruitment process may, for staff, constitute a breach of CSCS's Code of Conduct and lead to disciplinary action.

All documentation will be returned to the Recruitment Officer after completion of the selection process.

Part F - Selection Process

In the event an interview is required, applicants may be interviewed either in person or, where this is not possible or practicable, by telephone or video conference.

Applicants should be asked similar core questions based on the requirements for the position. Supplementary questions may be asked to clarify issues or to obtain further information deemed by the selection committee to be relevant to identifying the best applicant.

Applicants will not be questioned in relation to age, gender, marital status, pregnancy, family responsibilities, racial or ethnic origin, religious or political affiliation disability status, sexual preference or transgender status, except where the position is an identified position (that is, a particular characteristic such as ethnic origin or language background is included in the selection criteria).

In order to satisfy itself that an applicant with a known disability can meet the inherent requirements of the position, the selection committee may explore with the



applicant any potential barriers to effective performance that could arise out of the environment and examine feasible solutions. That is, the selection committee may explore with the applicant the means to accommodate their disability so that they can perform the core duties of the position effectively. However, selection committees should be careful to ensure that all questions are addressed in terms of the requirements of the position. It is not lawful to make a request for information about a disability over and above that which is reasonably intended as a means of identifying necessary adjustments.

Where the selection committee is uncertain about the suitability of an applicant with a disability, either because of the nature of the disability or restrictive barriers in the work place, advice should be sought from outside experts (such as the engaged external service) in order to avoid the possibility of making a decision which is discriminatory.

Applicants should be asked to confirm their referees and the relationship of each, e.g. the most recent supervisor relevant to the selection criteria.

Part G - Recommendation for Appointment

A candidate can be recommended for appointment following the selection process, which often includes an interview, referee reports and/or other methods of assessment.

Where the selection committee reaches consensus on the recommended candidate for appointment, the Area Manager will authorise an offer of employment and finalise the terms of the appointment on the Recruitment request form.

Where the selection committee cannot reach consensus, the Recruitment Officer should confer with the Area Manager to determine a course of action.

Part H - Eligibility Lists

An eligibility list should be established where a selection committee determines that there are other applicants who satisfied the criteria for appointment.



An eligibility list is valid for up to 12 months from the date of the selection committee's recommendation.

Part I - Reports of Referees

The Recruitment Officer (or other member of the selection committee nominated by the Recruitment Officer) will complete the referee checks.

CSCS may make such other enquiries as it deems appropriate to validate the selection process, provided that the applicant's current employer shall only be contacted with the applicant's consent.

Part J – Compliance Checks

In accordance with CSCS Recruitment Policy all compliance checks must be successfully completed prior to offer of employment. Compliance checks include but are not limited to:

- Police Check
- Working With Children Check
- Functional Test

Part K - Authorisation of Appointments

Before authorising an offer of employment, the Recruitment Officer will ensure that all the requirements for recruitment have been satisfied.

Part L - Post Selection Advice to Applicants

The Recruitment Officer will coordinate feedback to all internal candidates and to external candidates on request.

All applicants will be advised in writing of the outcome of their application by the Recruitment Officer.

If a candidate feels aggrieved by the recruitment process they should be referred to address their concerns in writing to the CSCS General Manager.