



# STAFF RECRUITMENT AND SELECTION POLICY CSCS086

## 1. PURPOSE

1) The purpose of this procedure is to identify the recruitment and selection process for employing staff at Charles Sturt Campus Services..

Equal opportunity principles are integral to the recruitment and selection processes of CSCS.

## 2. SCOPE

(2) This procedure applies to recruiting and selecting applicants for continuing and fixed-term appointments at CSCS

(3) This procedure does not apply to the appointment of casual staff.

## 3. GLOSSARY

- a. Recruitment - refers to the process of attracting the best available applicants for employment at CSCS.
- b. Selection - refers to the process of identifying the best candidate(s) for employment at CSCS.
- 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.

## 4. POLICY

### Part A - Principles

Recruitment at CSCS 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 CSCS.



To minimize risk and maximize 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. CSCS employs rigorous and valid selection strategies which manage reputation as an employer of choice.

### Part B - Responsibilities

**No persons engaged by CSCS will commence work, without prior successful completion, in a relevant CSCS induction program as well as obtaining WWCC, police check and passing functional exam.**

The Recruitment Officer 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 CSCS.

Site Management Teams are responsible for recruiting staff in accordance with CSCS policy and procedures and legislative requirements.

### Part C - Selection of Staff


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.

The General Manager has the authority to make a direct appointment or second a suitable employee to any position

## 5. Sign Off

Refer to the Staff Recruitment and Selection Procedure.

### Company Representative:

Signed:  \_\_\_\_\_ Date: 12/5/2021 \_\_\_\_\_

Name: Martin Dooner \_\_\_\_\_ Position: General Manager \_\_\_\_\_