Recruitment and Appointment Policy

Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Recruitment and Appointment Policy
Brief Description	Griffith College is committed to attracting, selecting and retaining quality staff. This Policy has been developed to support this goal and applies to all staff members of Griffith College (excluding certain senior staff).
Responsibility	College Director and Principal
Initial Issue Date	18/05/2012
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
02/07/2018	1	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

Related Documents

Name	Location
Records Management Policy	Policy HUB
Australian Education International National Office of Overseas Skills Recognition (AEI-NOOSR)	Website
Griffith College Position Description Template	PDF

Contents

1   Purpose and Scope

1.1   Introduction

This Recruitment and Appointment Policy sets out the approach of Griffith College relating to the management of recruiting and appointing new staff members.

1.2   Purpose

The purpose of this Policy is to support Griffith College's goals to attract, select and retain quality staff.

1.3   Scope

This Policy has been prepared in accordance with Griffith College's Records Management Policy. This Policy applies to all staff members of Griffith College, with the exception of senior staff as follows:

- College Director & Principal;
- Director, Academic Programs & Student Services;
- Director, Marketing & Business Development; and
- Director, Finance & Business Systems

2   Policy Statement

2.1   Approval of Position

Department Heads are responsible for the recruitment of all positions within their Department. Before recruitment processes may be enacted, the Department Head must ensure that the position exists within the staffing profile of the Department. If not, a written recommendation explaining the rationale for its establishment must be forwarded to the College Director & Principal for approval. Where casual teaching staff are appointed in response to student demand, this is considered to be within the staffing profile of the Department.

2.2   Position Descriptions

All Position Descriptions must be prepared in accordance with the Griffith College Position Description Template. If it is an existing position, the Department Head must review the Position Description, in conjunction with future plans for the Department, and ensure that the Position Description continues to accurately reflect the duties required. All new and significantly altered Position Descriptions must be approved by the College Director & Principal.

2.3   Advertising

2.3.1   Ongoing Staff

All vacant ongoing positions at Griffith College are required to be advertised, at a minimum, on the Navitas Careers Website and internally within Griffith College. If a broader pool of candidates is required, positions are generally advertised online (e.g. SEEK), in newspapers, or a combination of both.

2.3.2   Casual Staff

Casual teaching staff are identified in the following ways:

- Recommendations from Griffith University;
- Referral by existing staff members;
- External online or newspaper advertisements; and
- Unsolicited applications.

Other casual staff may be identified through any of the ongoing or casual methods, as appropriate to the nature of the position.

2.4 Applications

All applications for positions at Griffith College should be in writing and address the Selection Criteria for the position. Applicants should provide curriculum vitae which includes three referees that can be contacted for a referee report. In the case of casual teaching staff, the submission of curriculum vitae may be considered sufficient to elicit an interview, though additional questions may be asked to form a full picture. Casual teaching staff may be asked to supply student evaluations or peer reviews for consideration during the interview.

The relevant Department Head is responsible for determining the closing date for applications based on the advertisement process. Late applications are not usually received; however, the Chair of the Selection Panel has the authority to make exceptions.

2.5 Selection Panel

The Department Head is responsible for the establishment of a selection panel of appropriately qualified staff. As a general guide, the selection panel members should be at least one HEW level higher than the position being recruited.

The role of the selection panel is to shortlist the applications, interview the shortlisted applicants, document the applicant's responses, document comments and opinions of the selection panel, and make a recommendation to the College Director & Principal (or nominee) relating to the appointment of the most suitable applicant.

Each member of the selection panel is required to maintain confidentiality in regard to the process and declare any conflict of interest if one of the applicants is known to him/her. The Selection Panel Chair (in conjunction with the Department Head) will be responsible for a decision of whether the selection panel member should excuse themselves on the basis of the conflict declared.

2.6 Interview

The Selection Panel Chair will be responsible for developing timelines for the interview process and establishing interview dates. The Chair will also create an Interview Matrix that contains a range of questions framed around the selection criteria. Questions posed by the selection panel must not be discriminatory, for example, in relation to marital status, religion, ethnic origin or parental responsibilities.

Selection of a candidate will be based on merit, i.e. the applicant's abilities, skills, aptitude, skills, qualifications, knowledge, experience and personal qualities as measured against the selection criteria.

2.7 Post-Interview Verifications

The preferred applicant identified through the interview process will be subject to post-interview verifications. On rare occasions, two applicants may be difficult to separate and the post-interview verifications (in particular referee reports) will be utilised to come to a final decision.

Post-interview verifications include:

- Originals of qualifications;
- Photographic identification (e.g. driver's licence or passport) to verify identity;
- A birth certificate, or passport, to verify eligibility to work in Australia;
- Australian Federal Police National Police Check;
- Referee Reports (verbal or written, usually 3 will be requested).

Where post-interview verifications are conducted remotely, it is acceptable for the preferred applicant to supply certified copies of documents via mail.

Qualifications of staff from overseas institutions may be checked via the Australian Education International National Office of Overseas Skills Recognition (AEI-NOOSR).

Referees shall be informed that the Freedom of Information Act 1992 may require Griffith College to disclose their comments to the applicant.

2.8 Letter of Offer & Acceptance

The recommendation of appointment will be presented to the College Director & Principal (or nominee) for approval. The Director, Finance & Business Systems will prepare a Letter of Offer based on Griffith College's standard conditions. If the successful candidate seeks conditions and/or salary which varies from that which is standard and has been advertised, approval can only be granted by the College Director & Principal. The Letter of Offer will be signed by the Department Head and forwarded to the successful candidate. The successful candidate is required to sign and return the Letter of Offer.

After the approval of the recommendation, but prior to the Letter of Offer, it is acceptable for the Selection Panel Chair to contact the successful candidate to advise them of the intended offer.

2.9 Advice to Unsuccessful Candidates

All candidates that were shortlisted for interview must be advised in writing that their application was unsuccessful. If feedback is sought, this can be provided verbally by the Selection Panel Chair. It is not appropriate to provide feedback in relation to comments made by particular panel members or discuss the applications of any other candidates.

2.10 Records Management

In accordance with the Griffith College Records Management Policy, records relating to unsuccessful candidates, or successful candidates that did not commence, will be retained by Griffith College for one year. Records older than one year will be disposed of securely. All recruitment and selection records for successful candidates will be retained on the personnel file, including:

- Application, including curriculum vitae;
- Interview Matrix as populated by all selection panel members;
- Qualifications;
- Photographic identification;
- Evidence of eligibility to work in Australia;
- Pre-employment Check certificate/letter;
- Written notes of verbal comments made by referees;
- Signed Letter of Offer.