



STAFF RECRUITMENT AND SELECTION PROCEDURE

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| Approval Authority | General Manager | Approval Date of Last Revision | 22 Jun 2023 |
| Approval Date | 23 Feb 2018 | Effective Date of Last Revision | 22 Jun 2023 |
| Effective Date | 23 Feb 2018 | Review Date* | 22 Jun 2026 |
| Document No | PRO14.1 | Version | 3.0 |
| Parent Policy | | | |
| Policy Category | Operational | | |
| Governing Authority | | | |
| Responsible Officer | General Manager | | |
| Related Documents | Staff Recruitment and Selection Policy Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011) Education Services for Overseas Students Act 2000 (ESOS Act) Higher Education Industry – Academic Staff – Award 2020 Higher Education Industry – General Staff – Award 2020 Equal Opportunity Act 1984 South Australian Freedom of Information Act 1991 | | |

* Unless otherwise indicated, this Procedure will still apply beyond the review date.

Document Control

| Version # | Date | Key changes |
|-----------|------------|--|
| 1.0 | 23/02/2018 | Approved by Council |
| 1.0a | 30/05/2019 | Format updated; reviewed; added HEI Awards to related documents |
| 1.0b | 21/05/2020 | Reviewed; Council approved separation into Policy and Procedure due 23/2/2021 |
| 2 | 16/12/2021 | Split existing policy and procedure document to create a new procedure document |
| 3.0 | 22/06/2023 | Added the Equal Opportunity Act 1984 and the South Australia Freedom of Information Act 1991 as part of related documents. The next review date was updated to reflect the date set by the Council at its Meeting 2/2023. |

1. PURPOSE

1.1 The Staff Recruitment and Selection Procedure supports the Staff Recruitment and Selection Policy of Adelaide Institute of Higher Education (AIHE) by outlining the processes to be followed in managing staff recruitment and selection.

2. SCOPE

2.1 The Procedures apply to all staff employed or contracted by AIHE and should be read in conjunction with its Staff Recruitment and Selection Policy.

2.2 Staff includes permanent (full-time and part-time), casual and contract staff, but excludes independent consultants.

3. PROCEDURES

3.1 The Human Resources (HR) Administrator will support the recruitment and selection process and will work closely with hiring managers and Selection Panels.

4. APPROVAL OF NEW POSITIONS

4.1 Consideration must be given to whether the position meets AIHE's strategic and/or operational requirements. The General Manager will approve the filling of all permanent and contract positions within the approved Financial Budget or Forecast at the time.

4.2 All permanent and fixed-term positions must have an up-to-date position description before they can be approved.

5. RECRUITMENT

5.1 Vacant positions may be filled using:

- a competitive selection process, or
- direct appointment (without advertisement).

5.2 A Selection Panel will be established for each permanent and fixed-term position to be filled through competitive selection.

5.3 Selection Panels will normally include members suitable to achieve an appropriate gender and diversity balance and will be approved by the General Manager.

5.4 Selection Panels for senior executive positions reporting directly to the AIHE Council will be approved by the AIHE Council Chair.

5.5 Selection Panel members must declare any actual, potential or perceived conflicts of interest to the Head of the Panel as soon as they are known (for example conflicts of interest see the Conflict-of-interest webpage). If the member or Panel Head believes they are unable to be impartial, the Head must seek a replacement.

5.6 Each member of the Selection Panel will normally be involved in each part of the selection process from short-listing to selection.

5.7 The Selection Panel will be made up of a minimum of two and a maximum of four people, including the hiring manager for the position and the General Manager or delegate.

6. ASSESSMENT AND SELECTION

6.1 Positions identified for competitive selection will typically go through the following steps:

- i. The Position Description is developed and approved for advertising. Details should include essential information such as:
 - AIHE logo and position title;
 - how and where to apply;
 - the due date for applications;
 - relevant selection criteria, experience and/or qualifications;
 - relevant licenses, registrations or mandatory pre-employment checks;
 - key responsibilities for the position;
 - note if only candidates shortlisted for interview will be contacted; and
 - vacancy contact person details.
- ii. In conjunction with the hiring manager, the position is advertised, via SEEK.com and/or equivalent.
- iii. Applications are assessed and shortlisted by the Selection Panel. The HR administrator will:
 - collate all enquiries;
 - respond promptly and consistently to ensure equity of information;
 - obtain permission from the General Manager/Selection Panel Head before acceptance of any late applications; and
 - disseminate securely all applications to the Selection Panel.
- iv. Shortlisted applicants are invited to participate in selection activities, which may include interviews, practical assessment tasks, seminars or presentations that may assist in assessing the applicants.
- vi. A preferred candidate is identified, a recommendation to appoint is made and references and other pre-employment checks are performed by the hiring manager.
- vii. An offer of employment is made by the General Manager or delegate.
- viii. Where a candidate declines an appointment offer or subsequently resigns within three months of the completion of the selection process, then the next ranked preferred candidate(s) may be appointed to the position.

6.2 To make a direct appointment, the hiring manager must obtain approval from the General Manager and justify why the position has been selected for direct appointment.

6.3 AIHE may approve the conversion of positions from one employment type to another (i.e. from casual to fixed-term or continuing, or from fixed-term to continuing) subject to clauses 4.1 and 4.2 being met. Employees whose positions are converted will not be required to undertake a new selection process provided their performance has been assessed as satisfactory.

7. INTERVIEWS

7.1 The AIHE interview process must include at least two (2) of the following three (3) tools:

- structured pre-determined open questions with the ability to ask additional clarifying questions;
- experiential techniques such as role-plays and/presentations; and
- skills and knowledge assessments.

7.2 Interview questions are to be consistent with Equal Opportunity Act 1984.

8. PRE-EMPLOYMENT CHECKS

8.1 Relevant pre-employment checks must be conducted for every position regardless of the selection process used unless the appointee is already working in the same area and has satisfied all required pre-employment checks previously.

8.2 Pre-employment checks routinely performed by AIHE are detailed in Schedule 1. Other pre-employment checks may also be performed if justified by the position or is required under legislation.

8.3 The pre-employment checks required for a position must be stated in the position description and made clear to applicants in the advertisement and reiterated at the interview. The specific pre-employment checks to be performed in respect of the position must be notified to the successful candidate in the formal offer of appointment.

8.4. No appointment can be made without conducting and evaluating the outcomes of all relevant pre-employment checks.

9. JOB OFFER AND UNSUCCESSFUL CANDIDATES

9.1 Following approval by the General Manager, a verbal offer of appointment to the preferred candidate can be made and may include an invitation to meet face to face for further discussion. A written offer and employment contract will be forwarded simultaneously.

9.2 Once the signed and executed employment contract is received, unsuccessful interviewees will be contacted by a Selection Panel member and offered feedback, and offered to provide any feedback they may have on the selection and recruitment process.

10. COMMENCEMENT AND INDUCTION

10.1 The Human Resources Administrator will advise the hiring manager that the offered contract has been signed with an agreed start date and any probation or induction provisions.

10.2 The hiring manager will prepare for the commencement of the new staff member and ensure that all records have been filed in accordance with AIHE records management policy.

11. CONFIDENTIALITY AND RECORDKEEPING

11.1 Applications for employment, including referee reports, and all proceedings of the Selection Panel are confidential to AIHE.

11.2 All documentation is to be forwarded by the Head of the Selection Panel to the HR Administrator for record keeping and filing.

11.3 Where public seminars or presentations are given as part of the selection process, these need not be considered to be part of the proceedings of the committee.

11.4 AIHE is subject to the South Australian Freedom of Information Act 1991 and as such may be required to produce documents if an application is made under the legislation. Selection Committees must ensure that referees are advised of this fact at the time information is sought.

12. DEFINITIONS

12.1 See the AIHE Glossary of Terms for definitions.

Schedule 1 Employment Checks

| Type | Purpose | Applicability | Pre-employment | Ongoing |
|----------------------------------|--|--|--|---|
| Reference checks | To check on the candidate's past employment performance and assess this in respect of the key capabilities of the recruited position | A minimum of two reference checks must be obtained for a preferred candidate/(s) where the candidate is an external applicant. Further checks may be required at the discretion of the Chair of the Selection Committee. | Reference Checking is usually the final and confirmatory selection activity conducted before a recommendation to appoint. 2x reference checks for external and 1x for internal applicants. Seek consent from the candidate informing them they have progressed to the next stage before contacting referees. The Chair of the Selection Committee (or nominee within the Selection Committee) is responsible for conducting reference checks and developing the list of questions to be asked | N/A |
| Eligibility to work in Australia | To ensure compliance with immigration legislation | All new employees (including casual/sessional) | Candidates must provide an original or certified copy of their Australian passport, citizenship or working visa to HR | Visa expiry dates are recorded and flagged. |

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| Department of Foreign Affairs and Trade (DFAT) Consolidated List | To ensure compliance with Australian sanctions laws | All new employees not an Australian citizen or a dual citizen | Candidates will be checked against the Consolidated List by HR, a list of all persons and entities who are subject to targeted financial sanctions or travel bans under Australian sanctions laws | N/A |
| Qualifications or Equivalency | To ensure compliance with regulatory standards To ensure the quality of delivery of services | All new employees (including casual/sessional) | Candidates must provide an original or certified copy of qualifications to HR | Although expiry dates are recorded and flagged, it is the joint responsibility of the supervisor and employee to ensure the employee re-qualifies if required and provides updated details to HR |
| Pre-existing injury | To enable preparations for required workplace adjustments To sign a disclaimer around compensation entitlement | All new employees | Pre-existing Injury Declaration Form is attached to the contract of employment — to be signed and returned with the contract to HR | N/A |
| Police Check and Criminal Record | To meet selection criteria of a position and/or contractual requirements | All new internal (e.g. transfers) and external appointments | Candidates must provide evidence of police check completed within the last 12 months to HR | It is the responsibility of the employee to advise HR of any material changes to their personal circumstances relevant to their Police Check and Criminal Record |
| Working with Children Check | To ensure compliance with legislation AIHE shares a site with AEG related entities that deliver courses to minors and a safe environment is required for all children/ students under 18 years of age | All positions requiring an E (Employee) WWCC in accordance with the laws) | Candidates must provide a current WWCC to be viewed and verified by HR | Cost for renewal of check every 5 years is the responsibility of the employee. Although expiry dates are recorded and flagged, it is the joint responsibility of the supervisor and employee to ensure the employee's WWCC is current |

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| Professional Registration | To meet selection criteria of a position and/or legislative requirements | Specific positions, e.g. psychologists, accountants, counsellors | Candidates must provide originals or certified copies of registration documentation to HR | Although expiry dates are recorded and flagged, it is the joint responsibility of the supervisor and employee to ensure the employee re-qualifies if required and provides updated details to HR |
| Licences, Trades and other Certificates | To meet selection criteria of a position and/or legislative requirements | Specific positions, e.g. industrial skills instructors in forklift driving | Candidates must provide originals or certified copies of licences or certificates to HR | Although expiry dates are recorded and flagged, it is the joint responsibility of the supervisor and employee to ensure the employee re-qualifies if required and provides updated details to HR |
| Fit and Proper Person | To meet TEQSA registration requirements | General Manager, Head of School and Senior Academic or Management appointments involved in AIHE wide decision making. | Fit and Proper Person Check through | Annual declaration to be made. TEQSA to be notified of any changes. |