Recruitment, Selection and Appointment Policy and Procedure

Version 1.1 Effective Date: 23/11/2013

Purpose

This policy defines the principles and procedures for appointing employees through merit based selection processes.

Scope

This policy provides a common recruitment, selection and induction framework for IHM. It applies to the recruitment of all full and part time employees, and to casual employees who are anticipated to work on an ongoing basis for a minimum of fifteen hours per week.

Responsibility

Responsibility for recruitment and selection of staff to fill vacancies rests with the CEO, the relevant manager and the Human Resource Manager. The relevant manager arranges the panel members of the Selection Committee and prepares a Selection Report to be signed by all the panel members. It is the responsibility of HR to arrange interviews and to make a formal offer to the successful candidate upon receipt of the Selection Report and a recommendation to appoint. Responsibility for induction rests with the employee’s manager and HR.

Definitions

Relevant manager

The employee to whom the employee being appointed will report directly
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Principles

Basis for selection

Recruitment and selection is undertaken through an open and transparent process for appointing employees through a competitive process. Induction enables familiarisation with the company, their job, the industry, colleagues, company systems, processes and policies and identifies short, medium and long term performance targets.

Internal consultation

The Human Resource Manager will undertake informal consultation with employees anticipated to be working closely with the employee being appointed. Consultation data will be taken into consideration when developing selection criteria and performing interviews.

Provision of information prior to appointment

Before an employment agreement is signed by an employee, the following information will be provided to them:

1. The foreseeable duties and areas of responsibility involved in the position to which they are to be appointed;
2. The IHM organisational chart and the location of their intended position within it and;
3. Any policies and procedures that will apply directly to their role, including the Bullying and Harassment Policy and OHS Policy for Staff.

Procedures

Recruitment

The Position Description (PD) for the vacant position will be reviewed, amended as necessary and approved by the relevant manager in consultation with HR. Selection
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criteria are prepared by the relevant manager in consultation with HR. Selection criteria for academic staff will be based on relevant professional qualifications and experience and IHM Minimum Standards for Academic Levels. Selection Criteria for General Staff should be work related and will normally cover the following categories: qualifications or training; relevant skills and abilities; relevant knowledge and relevant previous work experience. The position is advertised and potential applicants sent a PD and selection criteria for the position.

When a Working with Children or a Police check is required, applicants will be advised of this requirement prior to the signing of their employment agreement. Applications for positions are confidential and access is restricted to those directly involved in the selection process and HR. Following the closing date for applications, applications are forwarded by HR to the relevant work area.

Selection

The Selection Committee is established by the vacant position’s manager who is normally the Chair of the committee. For academic appointments, the Committee should comprise the relevant manager, the Director of Studies, another academic staff member of IHM and the HR Manager. For general staff appointments the Committee should comprise the PEO, the relevant manager, another general staff member of IHM and the HR Manager. The composition of a Selection Committee should reflect gender and cultural diversity.

Applicants must submit their resume and a covering letter demonstrating that they meet the selection criteria. A shortlisting committee comprising members of the Selection Committee is set up to review applications against set criteria and to determine which applicants are to be interviewed and which applicants are not to be considered further.

Interviewed applicants are assessed on merit and on the extent to which they meet or exceed defined selection criteria. Assessment is based on written application, responses to interview questions, and information gained from referees and/or background checks. The HR Manager then arranges interviews for successfully shortlisted applicants and informs those applicants who are not to be considered further.
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Following interviews and review of referee reports, the Selection Committee completes a report setting out whether those shortlisted and interviewed are deemed either appointable or not appointable. Those deemed to be appointable are listed in order of merit and a recommendation to appoint is made for the first listed of those deemed appointable. The recommendation will include the type and level of appointment to be made and the performance evaluation criteria.

The recommendation will be sent to HR who will send a formal letter of offer to the successful applicant. All new employees are appointed with the intention of the placement being permanent unless otherwise stated in the letter of offer. Unsuccessful applicants will be informed after the successful applicant has accepted the offer. If the successful applicant rejects the offer, a letter of offer will be sent to the next listed appointable candidate.

Appointment and Induction

All new employees will complete an induction program upon commencement of employment.

Superannuation benefits at IHM comply with the relevant legislation. Employees can nominate a super fund of their choice when they commence with the Company and must belong to a superannuation fund whilst employed by IHM. Contributions made by the Company and employee will cease when the employee is of an age as specified in the legislation. Employees may make their own additional contributions as specified by the legislation. On commencement an employee will need to complete a super choice form, contributions will be deducted directly from the employee’s salary.

Supplementary Information

Related policies/procedures: Appointment of Casual Staff Policy and Procedure

Benchmarking: Not applicable

Supporting research and analysis: Not applicable
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Related documents: IHM Minimum Standards for Academic Staff

Related legislation: Higher Education industry- Academic Staff Award 2010

Higher Education Industry – General Staff Award 2010

Superannuation Guarantee (Administration) Act 1992

Superannuation Industry (Supervision) Act 1993

Guidelines: Not applicable

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<td>Policy Status</td>
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<td>23/11/2013</td>
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<td>Responsibilities for Implementation</td>
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| Key Stakeholders | CEO  
Director of Studies  
GM  
HR Manager |
| Date for Next Review | 23/11/2016 |
| Policies Superseded by this Policy | None |
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## Table of Amendments

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## Acknowledgement

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The University of Melbourne