



## Recruitment and Selection Policy

### 1. Purpose

Western Sydney University International College (WSUIC) is committed to ensuring that recruitment and selection decisions are based on the principle of merit. This means that persons are selected on the basis of whether they have the required qualifications, skills, knowledge and experience for the position.

### 2. Scope

This policy applies to potential and existing employees of WSUIC.

### 3. Policy Statement

3.1 WSUIC is an equal employment opportunity employer and is committed to ensuring that all applicants for recruitment and selection are not discriminated against on any of the grounds for discrimination contained in equal opportunity laws and consistent with the WSUIC Equal Opportunity and Diversity Policy.

3.2 No unlawful discrimination is to take place at any time during the recruitment and selection process. The members of the interview panel are responsible for ensuring that equity and merit principles are applied during the recruitment and selection process.

### 4. Selection Criteria

The recruiting manager, in conjunction with Navitas HR, is responsible for determining the essential selection criteria which is necessary for the performance of the position. The desirable criteria are those that will help the applicant perform the work of the position but are not considered to be essential for selection. By taking into consideration the essential and desirable criteria of the position, the panel is able to compare all applicants.

### 5. Approval Process

5.1 The position description is used as the basis for deciding the requirements of the position. It is the responsibility of the recruiting manager (usually the line manager), in conjunction with Navitas HR, to create or to revise the existing position description to ensure that the listed duties reflect the role to be recruited for and to establish the appropriate remuneration level for the role.

5.2 Once the new position description or amendments have been drafted and approved by the Manager One Removed, the position description is forwarded to Navitas HR for the purpose of filing (where applicable) and advertising the role.



5.3 All requests to recruit require approval from the relevant manager as per the WSUIC and Navitas Delegations of Authority and authority limits.

## **6. Advertising**

6.1 All vacant positions for periods greater than three months at WSUIC are advertised both internally (via the Navitas Sites) and externally. Any requests to waive the requirement to advertise externally must be made to and approved by the WSUIC Board of Directors and need to include any justification for not advertising. Current employees are encouraged to apply for suitable positions as they arise.

6.2 All external advertising or agency costs must be approved by the relevant manager as described in the WSUIC and Navitas Delegations of Authority and authority limits. It is the recruiting manager's responsibility to ensure that where an external recruitment agency has been engaged that the engaged recruitment consultant adheres to WSUIC and Navitas' recruitment and selection policy and procedures.

6.3 The advertisement for the position is written in clear, non-discriminatory language.

6.4 The advertisement contains the title of the position and outlines the essential and desirable selection criteria for the position. The advertisement also indicates that applicants need to include a cover letter and address the selection criteria as part of their application.

6.5 The name of the contact person for applications is provided, as well as a closing date for applications. The advertisement also states that WSUIC is an equal opportunity employer.

6.6 Navitas HR can assist in drafting advertisements and is responsible for the placement of advertisements on the Navitas Careers website and other media as requested.

## **7. Shortlisting of Candidates**

7.1 The selection panel ideally will consist of three or more people and have regard to diversity and gender balance. At least one member of the panel needs to have detailed knowledge of the requirements of the advertisement for the position, which will usually be the position's supervisor.

7.2 The selection panel reviews all applications and prepares a shortlist of up to five of the most competitive applicants who meet the essential criteria for the position (where a recruitment agency is involved, they may take over part or all of this process).

7.3 Applicants who are shortlisted are contacted for interview.

7.4 The Chair of the selection panel is responsible for keeping candidates informed of the progress of the application process and whether they have been successful in obtaining the position with WSUIC.



**8. The Interview**

- 8.1 The selection panel prepares the questions to be asked at the interview. Interview questions must be relevant to the position and should not involve unrelated areas such as religious preferences or other personal matters.
- 8.2 A brief overview of WSUIC, the department/team and the position should be provided at the commencement of the interview.
- 8.3 While panel members are required to ask comparable questions of all applicants, additional questions may be asked of individuals, as long as these are related to the position, the person's skills or experience or to clarify the information provided by the applicant.
- 8.4 Panel members will document applicants' responses and the reasons for shortlisting and selecting the applicants.
- 8.5 The panel will make a recommendation for selection to the Manager One Removed for approval. After approval, the preferred candidate is informed of the decision.
- 8.6 Unsuccessful applicants are notified of the result as soon as practical after the selection process has concluded. The recruiting manager may offer feedback to unsuccessful applicants.

**9. Reference Checking**

- 9.1 Reference checks are conducted for the preferred candidate, and it is recommended that a minimum of two reference checks are obtained.
- 9.2 The person who conducts a reference check in relation to a prospective or existing employee must inform the referee that the information they provide, due to privacy laws, will be accessible to the prospective employee or existing employee and also may be discussed with the candidate. The purpose of obtaining the referees' opinion is to substantiate opinions already formed.
- 9.3 The questions asked of the referee will be documented before the referee is called and only questions concerning the inherent requirements of the position are asked. The Navitas HR reference checking template may be used for this purpose.

**10. Reasonable Adjustment**

Where an applicant for the position has a known medical condition but is in all other respects the best person for the position, WSUIC endeavors to make reasonable adjustments to the position to enable that person to carry out the accountabilities of the position. This may require adjustments to the workstation, for example the installation of a telephone amplifier for a person with a hearing impairment. Reasonable adjustments are afforded to successful applicants.



**11. Probation**

Other than in exceptional circumstances, all staff have a six-month probation period. During this time, the relevant manager will consult with the staff on probation to:

- 11.1 Identify opportunities for improvement and where strengths are being noticed
- 11.2 Provide an opportunity for the staff member on probation to provide feedback on the role and gain clarification on role aspects that may be unclear during the probation period.

**12. Privacy**

- 12.1 WSUIC respects and complies with its obligations under the Privacy Act 1988.
- 12.2 Any personal information gathered during the course of the recruitment and selection process is treated in the strictest confidence. This information is only used within Navitas HR and by the selection panel involved in that particular recruitment activity. If the line manager of that role is not included in the selection panel, they may also gain access to that data. When an external third party is involved, for example a recruitment agency, the recruiting manager is responsible for ensuring that they act according to this clause.
- 12.3 All information obtained during the recruitment and selection process is stored in a secure location either electronically or in hard copy.
- 12.4 Applicants will have the right to see the personal information gathered during the recruitment and selection process as per the Privacy Act 1988. If an applicant wishes to access this information, they can contact Navitas HR in the first instance.

**13. Quality and Compliance**

- 13.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 13.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.
- 13.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 13.4 New staff will receive policy information during the induction process where it relates to their position.



**14. Related Documents**

- WSUIC Position Descriptions
- WSUIC Professional Development and Scholarly Activity Register
- WSUIC Workforce Plan
- WSUIC Academic Workforce Plan

**15. Related Policies, Procedures, Guidelines and Legislation**

- POL 23 WSUIC Staff Professional Development Policy
- POL 25 WSUIC Scholarship, Research and Intellectual Inquiry Policy
- POL 17 WSUIC Staff Grievance Management Policy
- POL 43 WSUIC Staff Disciplinary Policy
- POL 12 WSUIC Equal Opportunity and Diversity Policy.
- Higher Education Standards Framework (Threshold Standards) 2021 Section 3 Teaching Item 3.2 Staffing, Section 5 Institutional Quality Assurance Item 5.3 Monitoring, review and Improvement
- Foundation Programs National Standards Standard 9 Teacher Qualifications
- Navitas Recruitment and Selection (Australia) Policy
- Navitas Recruitment Procedure



### Approval and Amendment History

<b>Approval Authority:</b>	Western Sydney University International College Board of Directors
<b>Policy Owners:</b>	Executive
<b>Approval Date:</b>	22 March 2019
<b>Date for Next Review:</b>	04 April 2025

<b>Amendments</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
21/10/2016	1	New Policy Developed and Implemented
7/11/2017	1.1	Clause 4.7. Addition of header – Recruitment of Academic Staff; grammatical changes for clarification in Clause 7.1 and addition of Clauses 4.7.1 and 4.7.2.
22/03/2019	2	Policy revised to align with the context and content of the Navitas Recruitment and Selection (Australia) Policy, issue date 15 April 2011 and Navitas Recruitment Procedure, issue date March 2016.
04/04/2023	2	Minor grammatical changes



## APPENDIX A

### General Work Instructions Based on the Navitas Recruitment Procedure

Process Step		Task/Decision Description	Tools/Documents Utilised	Responsibility & Deliverables
1.0	Identify staffing need	<p>Hiring manager reviews position description (PD) to ensure that the listed duties reflect the vacant role and to establish the appropriate remuneration level. If there are any changes required, hiring manager must work with the HR Business Partner.</p> <p>Hiring manager to identify which industrial instrument (enterprise agreement/award) covers the terms and conditions of employment applicable to the vacant role.</p> <p>New positions and replacement roles must be in accordance with the workforce plan/rolling plan.</p>	<p>Tools: None</p> <p>Documents: PD template</p>	Hiring manager reviews PD
2.0	Is the recruitment activity for a casual or non-casual position	<p>Is the recruitment activity for a casual or non-casual position?</p> <p><b>If Casual, go to step 4</b> – If the Business Unit requires that an approval is needed to recruit casual roles then go to step 3.</p> <p><b>If Non-casual, proceed to step 3</b></p>		
3.0	Approval to recruit	<p>Hiring manager completes the Approval to Recruit form (ATR) to gain relevant sign off on the recruitment activity.</p> <p>You will need to indicate on the ATR form which cost centre code to use for the cost of any paid advertising. Contact your Finance department if you do not know your cost centre code.</p>	<p>Tools: None</p> <p>Documents: ATR form</p>	Hiring manager ensures approval to recruit is obtained from a manager with delegated authority
4.0	Advertising	<p>4.1 Non-casual - Hiring manager sends the ATR form to HRSS along with a copy of the position description.</p> <p>4.2 Casual – Hiring manager emails HRSS requesting for the position to be advertised, attaching a copy of the PD.</p> <p>If an external recruitment agency is required, HRSS can assist with determining appropriate agency and terms to utilise for the role and can also coordinate the sourcing process with the provider.</p>	<p>Tools: None</p> <p>Documents: ATR form, position description</p>	Hiring manager provides ATR form and position description to HRSS



Process Step		Task/Decision Description	Tools/Documents Utilised	Responsibility & Deliverables
		All external advertising or agency costs must be approved by the relevant manager.		
5.0	Draft job ad	HRSS to ensure that the advertisement has all the relevant information about the position and is written in clear and non-discriminatory language.  HRSS sends through a draft ad to the hiring manager for approval.	Tools: None Documents: Draft job ad	HRSS drafts job ad and obtains hiring manager's approval to advertise
6.0	Review and approve draft job ad	Hiring manager reviews draft job ad provided by HRSS and advises HRSS to proceed placement of advertisement on the Navitas Careers website/Navitas intranet and other media as requested.	Tools: None Documents: Draft job ad	Hiring manager reviews and approves job ad
7.0	Post job ad	HRSS posts job ad onto the relevant job boards.  Commonly used media: <ul style="list-style-type: none"> <li>• Navitas careers page</li> <li>• Seek.com.au</li> <li>• UniJobs</li> <li>• LinkedIn</li> </ul> <p>Note that some medium incur cost to post an ad and may require approval through iProcurement. To obtain user access to Oracle Financials Application, an access request form must be completed and forwarded to service.desk@navitas.com.</p>	Tools: Internal/external Navitas careers website Job boards None Documents: Job ad	HRSS posts job ad
8.0	Shortlisting	Once a job ad has been closed or an adequate number of applications have been received, the hiring manager and/or selection panel shortlists.  The hiring manager and/or selection panel prepares a shortlist who meet the essential criteria for the position.  Shortlisted candidates are contacted for interview.  The selection panel is responsible for keeping candidates informed of the progress of the	Tools: Phone and email Documents: Standard response	Hiring manager and/or selection panel shortlists and contacts applicants for interview.





Process Step		Task/Decision Description	Tools/Documents Utilised	Responsibility & Deliverables
		<p>application process and notifying them of the outcome, whether or not they have been successful in obtaining the position.</p> <p>Unsuccessful applicants are notified of the result as soon as practical after the selection process has concluded. Interviewed candidates are notified by phone; the rest of the candidates to be notified by email, unless it is specified on the ad that unsuccessful candidates will not be contacted at all.</p>	template	
9.0	Interviewing	<p>After shortlisting, the selection panel contacts candidates to schedule interviews.</p> <p>The selection panel prepare questions to be asked at the interview. Interview questions must be relevant to the position and should not involve unrelated topics such as religious preferences or other personal matters.</p>	<p>Tools: None</p> <p>Documents: Interviewing Checklist/Guide</p>	Selection panel conducts interviews
10.0	Verbal Offer	The successful candidate is informed of the decision pending result of reference checks.	<p>Tools: Phone</p> <p>Documents: None</p>	Hiring manager provides verbal offer pending result of reference check
11.0	Reference checking	<p>A minimum of two (2) reference checks are required to be conducted for the preferred candidate/s.</p> <p>The hiring manager must inform the referee that the information they provide, due to privacy laws, will be accessible to the prospective employee or existing employee and may also be discussed with the candidate.</p>	<p>Tools: None</p> <p>Documents: Reference check template</p>	Hiring manager to conduct reference checks
12.0	Qualifications assessment	Manager validates that the successful candidate hold the qualification/s required for the position. This helps determine the remuneration level for some roles.	<p>Tools: None</p> <p>Documents: Assessment template</p>	Manager conducts qualifications assessment, as required