

Policy Title: Recruitment, Selection and Appointment

Policy Owner: Director, Human Resources Service Centre

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1. INTENT

To define the University's approach to recruitment, selection, appointment and recognition of prior service (transfer of leave credits).

It is essential that throughout relevant processes where decisions are being made, due regard is given to the University's commitment to equity and the building of an agile and internationally competitive workforce that reflects the diversity of its community.

2. ORGANISATIONAL SCOPE

All ECU staff.

3. DEFINITIONS

TERM	DEFINITION
Appointment	the process of formalising the engagement of the successful applicant as an employee
Merit based	decisions are free from discrimination and based on a person's knowledge, skills, capabilities, qualifications, attitude, aptitude and values
Recruitment activities	the process of attracting and securing an appropriate pool of candidates
Selection activities	the process of assessing applicants for a specific position

4. POLICY CONTENT

4.1 *Statement*

To provide a framework for attracting and appointing candidates who possess the required expertise, competencies and values to achieve the University's business requirements in accordance with the ECU Staffing Plan. Through this process the University is committed to developing a diverse and flexible workforce, applying the principles of equity and natural justice to achieve this goal.

The principles which guide the University in this process include:

- Committing to acquiring high performing, quality candidates who match the requirements of the University, the work area and the job;
- Conducting recruitment and related practices, with due regard for the principles of natural justice that remain free from any form of favouritism, nepotism or biases;
- Seeking to achieve a workforce that is diverse in its profile;
- Ensuring its employees have access to vacancies for which it is conducting a recruitment process; and
- Conducting all related activities with due regard to confidentiality.

4.2 *Recruitment*

1. Recruitment to a vacant position, either on an ongoing basis (subject to Clauses 3 and 4 below) or a fixed-term employment contract greater than 12 months, will be as a result of a competitive merit based process in accordance with this policy and relevant guidelines.
2. Direct appointment to any position for a period greater than 12 months will require the approval of the Director, Human Resources
3. Fixed-term employment contracts of 12 months or less and recruitment of casuals will be based on merit and may be made by direct appointment. To satisfy the merit selection requirement a candidate must demonstrate that they meet the capabilities defined for the position.
4. Appointment of an existing employee from a fixed-term position to an ongoing or fixed-term position may be made without conducting a formal recruitment procedure, subject to:
 - (i) the employee successfully completing 12 months continuous service with the University, having demonstrated satisfactory performance as assessed and documented as part of performance management, and
 - (ii) the continuous service having been served in the position or another position of equivalent specification (i.e. role accountabilities, classification).
5. Recruitment and appointment to positions such as Emeritus Professor, Honorary, Adjunct, Visiting and Research Staff will be made in accordance with the [Appointment – Emeritus Professor, Honorary, Adjunct & Visiting Academic Staff policy](#).

Academic Leadership positions (eg. Dean, Associate Dean), will be made in accordance with the [Academic Leadership policy](#).

6. Approval to establish positions and recruit for vacancies will be in accordance with the [HR Delegations](#).
7. Recruitment activities will involve any methodology, approach or tools required to acquire a competitive pool of candidates that is free from any form of favouritism and adheres to the principles of Equity, Equal Employment Opportunity and Industrial Legislation.

4.3 Selection

8. Selection activities will involve any methodology, approach or tools that ensure merit based assessment free from bias, patronage and nepotism. The same methodology is to be used for each candidate to ensure transparency across the process.
9. Composition of selection committees will be in accordance with the [Selection Committee Guidelines](#) (Hiring Managers' Toolkit, Stage 2 – Attract).
10. It is mandatory that at least half of the members of ECU selection committees, including the Chair, have been formally trained and maintain proficiency in the University's policies, guidelines and processes and techniques associated with recruitment and selection.
11. The assessment of candidates and the recommendation for appointment decisions will be documented to accurately record the deliberations of the selection committee, to allow for feedback to candidates and to provide evidence of due process.
12. The final appointment recommendation will be approved in accordance with the [HR Delegations](#).

4.4 Appointment

13. All successful appointees to the University will sign a contract of employment prior to commencement.
14. The University may specify as a condition of employment that prospective employees provide:
 - Proof of entitlement to work in Australia under the terms of the contract;
 - Proof of qualifications;
 - [Criminal History Record](#) from the Police;
 - Working with Children check in accordance with the [Working with Children Policy](#);

- Other pre-employment screening that the University is legally obliged to undertake.
15. In exceptional circumstances, the University reserves the right to appoint by invitation a candidate who demonstrates the ability to meet or exceed the required capabilities. This must be approved in accordance with the [HR Delegations](#).
 16. The University reserves the right not to make an appointment if there are no suitable applicants, or if circumstances change making it inappropriate to offer a contract.
 17. Where an employee has been appointed to a research/externally funded position under a fixed-term contract of 12 months, if funding is extended for a further period, the current incumbent may be appointed directly to the position for the extended term of that funding. The employee may be eligible for a continuing (contingent funded) employment contract, subject to eligibility prescribed in the relevant ECU industrial tool.

4.5 Pre-Employment Health

18. All appointees being offered an employment contract shall complete a Pre-employment Health and Medical Assessment Form (Category A or B) as determined by criteria set out in the Guide to Pre-employment Health Assessment.
19. The pre-employment Health and Medical Assessment Form must be submitted prior to a contract of employment being offered.
20. The University reserves the right to require any prospective appointee to undergo a medical examination to determine their fitness for work.
21. Prospective appointees have duty of disclosure to advise the University of any pre-existing health issue/condition, exposure to a hazard or, previous health or workplace matters that may influence their safety and health, the safety and health of others or, prevent them from undertaking the duties of the position.
22. A pre-existing health condition or a pre-employment health assessment that indicates that a prospective appointee is unable to satisfactorily perform all requirements of a specific position will not necessarily result in a prospective appointee being declined employment. The School/Centre, in conjunction with HR, will determine what support could reasonably be provided to assist the prospective appointee, or withdraw the offer of employment. There is no right to appeal on the final decision made by the University.

4.6 Removal and Relocation Expenses

23. ECU will normally provide travel, removal and relocation services to new appointees from interstate or international, in accordance with our preferred supplier agreement. ECU is committed to assisting the appointee and any dependants in relocating, establishing and orientating themselves to the university, the community and their new environment. The University will utilise its preferred provider for all recruitment related removal and relocation services unless an alternative provider is authorised by the Director, Human Resources Service Centre, in consultation with the relevant line executive.

24. Approval of expenditure for removal and relocation purposes will be in accordance with the [HR Delegations](#).
25. Appointees recruited from interstate or overseas may be offered assistance in accordance with the standards outlined in the University's preferred supplier agreement or alternative services/service levels, as authorised by the relevant line executive.
26. Appointees who receive removal and relocation assistance and terminate employment in less than three years from commencement or the full term of the contract, whichever is the lesser, may be required to refund a proportion of the expenses paid in proportion to the time served.

4.7 Recognition of Prior Service

27. Provisions for recognition of prior service with a previous recognised employer are made in accordance with the [Edith Cowan University Act 1984](#), Part VII, Clause 32.
28. To be considered for recognition of prior service, a staff member must be considered to have had no more than a two week break in service between the previous recognised employer and the University.
29. Recognition of prior service is applicable for the transfer of sick leave and pro-rata long service leave entitlements only. This does not contribute to the length of service with this University.
21. Application for recognition of prior service must be made within 3 months of commencing employment with the University.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner, the Director, Human Resources, has overall responsibility for the content of this policy and its operation in ECU.

Those identified in the scope of this policy are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [Edith Cowan University Act 1984](#)
- [Emeritus Professor, Honorary, Adjunct and Visiting Academic Staff Policy](#)
- [Engagement of Voluntary Unpaid Individuals](#) Policy

- [Hiring Managers' Toolkit](#)
- [Unpaid Appointment Guideline - Visiting Fellow Research or Occupational Trainee](#)
- [Working with Children Check and Child Protection](#) Policy

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Human Resources Service Centre
All Enquiries Contact:	Manager, HR Client Services
Telephone:	08 6304 5995
Email address:	hram@ecu.edu.au

8. APPROVAL HISTORY

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