

Recruitment and Selection Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') aims to recruit individuals with the knowledge, skills, and capabilities needed to build and sustain a high-performing workforce.

Section 2 - Purpose

(2) This procedure outlines the process to which applicants are recruited and selected for appointment at the University.

Section 3 - Scope

(3) This procedure applies to the recruitment and selection for all ongoing, fixed-term and internal secondment vacancies within CDU.

Section 4 - Procedure

(4) This procedure covers 4 stages:

- a. pre-Recruitment;
- b. recruitment;
- c. selection; and
- d. appointment.

Pre-Recruitment

(5) Before commencing the recruitment process, the Hiring Manager must:

- a. assess the need to replace a staff member or create a new position against workforce planning and operational requirements in consultation with the relevant People and Culture representative;
- b. ensure that budget and all other appropriate approvals are obtained prior to commencing the recruitment process;
- c. review the position description to ensure it is accurate and up-to-date, arranging a classification evaluation where required;
- d. determine and include any relevant background checks and/or conditions of employment required for the role in accordance with the Background Checks and Conditions of Employment Procedure;
- e. consider whether the role should be deemed as an identified position under the [Anti-Discrimination Act 1992](#), and whether special efforts will need to be put in place to attract applications from equity target groups;
- f. ensure that the selection committee has the correct composition and members have been confirmed, with tentative interview dates confirmed prior to advertisement;

- g. determine whether a seminar is required to be presented as part of the process for an academic appointment; and
- h. ensure that appropriate time is allocated to the various stages of the recruitment process as required.

Recruitment

(6) For recruitment activities that have the potential to involve international appointments, federal immigration and domestic labour market testing requirements need to be satisfied before advertising is commenced.

(7) People and Culture will be able to provide advice on current advertisement requirements.

Advertising

(8) Positions are to be advertised externally for a minimum of 7 calendar days.

Clause 8 - do we want to keep at 7? or increase?

(9) Vacant continuing and fixed term positions of 12 months or more duration must be advertised externally except:

- a. in the case of a temporary vacancy due to parental leave, where an internal secondment may be advertised for up to a period of 14 months without external advertisement in accordance with the Secondment and Higher Duties Procedure.

9a: For consideration - taken from QUT (with amendment). Noting the requirement to go on leave 6 weeks prior to birth and for staff planning on returning from parental leave after the Child's first birthday, this will result in just over 12 months leave.

- a. an Appointment by Invitation where an appointment would meet a strategic or operational need in accordance with the [Appointment by Invitation Policy and Procedure](#); or
- b. where a vacancy is identified as being suitable for redeployment.

Clause 9: Note current practice at CDU is 6 months. Do we want to increase to 12 months? Is there are particular level of appointment that we want to mandate has to be externally advertised?

(10) Fixed-term positions less than 12 months' duration, applicants can be assessed as suitable against the requirements of the position and appointed:

- a. by direct appointment without advertisement; or
- b. as an internal secondment in accordance with the Secondment and Higher Duties Procedure.

(11) External First Nations persons are able to apply for internal-only roles.

Clause 11 - New, consider if we want to support this approach at CDU.

External agencies

(12) Where all other internal recruitment activities have been exhausted, or as part of an agreed recruitment strategy in consultation with People and Culture, external recruitment agencies may be engaged.

(13) The engaged agency must be on the Preferred Supplier Agreement panel and be endorsed for the recruitment activity with approval from the Director People and Culture.

Selection

Selection Committee

(14) The composition of the selection committee varies depending on the level of appointment as follows.

- a. Professional Employment Levels 1 – 6: minimum of 2 panel members;
- b. Professional Employment Levels 7 – 10 and Academic A -D: minimum of 3 panel members; and
- c. Academic E and Senior Executive Staff: minimum of 4 panel members.

Clause 14: what approach does CDU want to take? Other Uni's have specified down to certain positions.

(15) The selection committee must be:

- a. gender diverse; and
- b. for an identified position, include a person with that particular attribute or with a demonstrated in-depth knowledge of that particular attribute.

(16) Where there are applicants who have identified as being of First Nations background, the selection panel will include one member of First Nations background.

(17) The Hiring Manager and/or the Chair of the selection committee should have undertaken training on recruitment and selection processes and equity principles within a reasonable timeframe (e.g. 3 years) prior to commencing the process.

- a. A Chair of a selection panel who has not completed the relevant training must be authorised by the Director People and Culture.

Clause 15 + 16: what training do we currently mandate? Do we want to move to this approach?

(18) Where possible, all members of the selection panel should comprise those who have completed training on recruitment and selection processes and equity principles.

Selection Committee Proceedings

(19) The selection committee will:

- a. assess applicants according to the inherent requirements of the role, values alignment and growth potential, submitting their recommendations and considerations to the Selection Committee Chair;
- b. ensure they have adequately prepared for the interview including completing training or development as required;
- c. have or gain an understanding of the requirements of the role before commencing the process;
- d. respect the confidentiality of applicants and the deliberations of the selection committee;
- e. declare all conflicts of interest to the Chair and ensure any declarations are managed in accordance with the Conflict of Interest Policy;
- f. ensure that the principles of equal opportunity, transparency, merit and consistency are applied;
- g. ensure that applicants who require reasonable adjustment are not disadvantaged;
- h. remind applicants about background checks or conditions of employment for the position as required; and
- i. ensure the recruitment, selection and appointment process (including the decision-making process) is followed in line with these procedures, including appropriate documents being submitted to People and Culture.

(20) The Selection Committee Chair, or nominated committee member, will be responsible for capturing applicant summaries and providing constructive feedback to unsuccessful shortlisted applicants.

Appointment

Shortlisting

(21) Shortlisting occurs prior to interview, is aimed at removing applications that do not adequately meet the inherent requirements of the position and identifying those applicants to be progressed to the next phase of the recruitment process.

(22) At the discretion of the Chair, the shortlisting process may be conducted by the Chair or a subgroup of the selection committee.

Reasonable Adjustment

(23) Where an applicant has advised the selection committee as having a disability, injury, or health condition, the Chair will ensure that reasonable adjustments are made to accommodate the needs of the applicant to the extent reasonably possible. Please contact People and Culture for more information.

Sanction Regimes

(24) CDU is required to abide by Australian sanctions regimes that impose restrictions on activities that relate to particular countries, goods and services, or persons and entities. The list of the current sanctions regimes implemented by Australia can be found on the Department of Foreign Affairs and Trade website. If a preferred applicant is shortlisted from one of the listed sanctioned countries, please contact People and Culture for further advice.

Interviewing Applicants

(25) The selection committee is required to interview shortlisted applicants to assess their suitability against the requirements of the position, performance relative to opportunity, values alignment and future potential in line with succession planning.

(26) Additional methods of assessment (such as work based assessments, presentations, projects and psychometric testing), may also be used to assess an applicant's suitability. People and Culture will provide advice in respect to determining whether additional methods of assessment are recommended.

(27) Applicants, as well as the selection committee, need to be provided with clear interview instructions at least 48 hours prior to the commencement of interviews.

(28) Shortlisted applicants should be interviewed face-to-face wherever possible. Arrangements such as video conference can be used as an alternative to a face-to-face interview.

(29) The relevant organisational unit or College may cover the cost of travel and accommodation expenses for a prospective staff member to attend an interview, and will consider this on a case-by-case basis.

Academic Seminars

(30) If a seminar is required as part of the process, this should be confirmed at the Pre-Recruitment stage. Academic applicants can be required to present a seminar as a means of demonstrating their knowledge and skills in academic staff selection.

(31) Seminars should be conducted prior to the final interview (if required) and be attended by a select number of relevant individuals including at least two selection committee members making up the seminar audience, as determined by the Chair.

(32) The College Dean or nominee is expected to facilitate the seminar ensuring due and fair process is followed, and

report back to the selection committee at the final interview stage. The report back can be in person or via consolidated written feedback.

Applicant ranking

(33) Where the selection process results in more than one applicant being considered as suitable for appointment, the selection committee must note this on the Interview Summation Report and create an order of ranking.

(34) Where the preferred applicant declines an offer of employment with CDU, or leaves CDU within 6 months of commencement, the University may, if they choose to do so, approve an offer of employment to another applicant on the order of ranking following referee and any necessary background checks. CDU may also re-advertise the position where appropriate.

(35) The relevant Authorised Officer may also choose to offer another appointable applicant, who has been interviewed in the last 6 months, for another similar role (at the same classification level) without the requirement to re-advertise.

Reference checks

(36) Reference checks (verbal or written) must be conducted on the preferred applicant/s prior to the selection committee recommending the appointment for approval.

- a. For external applicant/s, two references must be obtained, one of which should be from the applicant's most recent supervisor.
- b. For internal applicants, at least one reference check must be completed from the applicant's most recent supervisor.

(37) The University may waive the requirement for reference checks for internal applicant/s where appropriate by providing a written justification.

Background checks and conditions of employment

(38) Background checks and conditions of employment are to be completed in accordance with the Background Checks and Conditions of Employment Procedure.

Appointment and recommendation

(39) The Chair or delegate recommends an applicant for appointment and provides the details of the offer of employment on the Interview Summation Report, including:

- a. referee reports;
- b. relevant employment arrangements such as remuneration package; and
- c. commencement date of employment, including the end date where applicable.

Offer of employment

(40) The Authorised Officer will consider and, if considered appropriate, approve the Chair's recommendation and offer of employment.

(41) The Authorised Officer is responsible for approving the terms and conditions to be included in the written offer of employment including:

- a. relevant employment conditions;
- b. whether exceptional circumstances apply whereby the probationary period is shortened or waived;

- c. a special condition is contained e.g. completing a PhD before the final review for continuing appointment or an internal applicant with relevant and transferable skills;
- d. applicable salary loadings and allowances; and
- e. whether relocation assistance is approved in accordance with the Relocation Procedure.

(42) People and Culture will finalise and send the offer of employment to the preferred applicant for consideration and acceptance.

Notification and feedback

(43) The Chair of the selection panel may inform the preferred applicant that the selection panel has made a recommendation for appointment subject to formal approval. No commitment of employment, or conditions of employment, may be made formally or informally by the Chair (or a member of a selection panel) to the preferred applicant prior to formal approval of the appointment by the authorising officer.

(44) The Chair of the selection panel (or nominee) is required to contact all unsuccessful interviewed candidates and advise them verbally of the outcome of the selection exercise, offer to provide verbal feedback on their application and interview performance, and acknowledge their participation in the selection process. All unsuccessful interviewed applicants are also notified in writing by People and Culture.

(45) Unsuccessful interviewed applicants may obtain from the People and Culture the selection panel's rating of their application.

Complaints

(46) Any concerns about the recruitment, selection and appointment process are to be referred to People and Culture.

Recording and reporting

(47) Recording and reporting are completed in accordance with legislative and CDU requirements.

(48) People and Culture is responsible for retaining records in relation to recruitment, selection and appointment in accordance with the [Records and Information Management Policy and Procedure](#) and the [Privacy and Confidentiality Policy](#).

Section 5 - Non-Compliance

(49) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

(50) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

| | |
|-------------------------------|--|
| Status | Not Yet Approved |
| Effective Date | To Be Advised |
| Review Date | To Be Advised |
| Approval Authority | |
| Approval Date | To Be Advised |
| Expiry Date | Not Applicable |
| Responsible Executive | Peta Preo Director People and Culture |
| Implementation Officer | Peta Preo Director People and Culture |
| Enquiries Contact | Peta Preo Director People and Culture |