

# Recruitment and Merit Selection Procedure

*Policy Code: HR965*

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## Purpose

To define University procedural requirements for the recruitment and merit selection of applicants for all positions within the University.

## Scope

This procedure applies to the recruitment and merit selection of senior, general, academic and TAFE teaching staff for continuing, fixed-term, casual/sessional, secondment and temporary appointments.

## Definitions

For further definitions, refer to the University [Recruitment and Merit Selection Policy](#).

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Term	Definition
<b>Aboriginal and/or Torres Strait Islander trainee</b>	An Aboriginal and/or Torres Strait Islander person currently undertaking a traineeship with the University.
<b>Applicant:</b>	A person who applies for a position at the University.
<b>Appointment</b>	When an individual accepts an offer of appointment under defined terms and conditions and a formal contract of employment is established between the University and the individual.
<b>Authorised officer:</b>	A Delegated Officer.
<b>Behavioural-based interviews/questions:</b>	A job <i>interviewing</i> technique whereby the applicant is asked to describe past <i>behaviour</i> in order to determine whether they are suitable for a position.
<b>Casual appointment:</b>	Is short term in nature and gives coverage of a position where the flexibility to vary hours or otherwise modify the employment is required. Casual staff are engaged hourly (minimum hours will vary according to the applicable industrial agreement) to work on an irregular basis and are used, for example to cover leave absences or are used to provide assistance for additional or seasonal work.
<b>Child Safe Code of Conduct:</b>	Document outlining the expectations on all members of the University Community with regard to supporting the safety, participation, wellbeing and empowerment of children.
<b>Child Safe Standards:</b>	Compulsory minimum standards enacted pursuant to the Child Wellbeing and Safety Act 2005 (Vic) which apply to organisations in Victoria that provide services for children to help ensure the safety of children, including screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
<b>Conflict of interest:</b>	Where a person's personal interest could improperly influence, or may appear to improperly influence them when making a work-related decision/s as outlined in the University's <a href="#">Conflict of Interest Policy</a> and <a href="#">Conflict of Interest Procedure</a> .
<b>Continuing appointment:</b>	Employment with no fixed end date that does not include casual or sessional employment. It infers an ongoing or permanent meaning to employment.
<b>Delegated Officer:</b>	A staff member of the University who is responsible for approving actions at stages of the recruitment and merit selection process. The person delegated will depend upon the type of position being filled. (Refer to <a href="#">Delegations - Contract, Financial, Staffing and Tender Policy</a> as Authorised by the Council of the University.)
<b>Executive search procedure:</b>	A search carried out (for a fee) by recruitment or executive search agencies.
<b>Expression of interest:</b>	It is the process whereby staff impacted by an organisational restructure within an area express their interest in positions within the structure.
<b>External applicant:</b>	Any person who applies for an advertised University position and is not an internal applicant.
<b>Fixed-term appointment:</b>	Employment for a specified term or ascertainable period, for which the employment contract will specify a period of employment and the reason/s for the appointment being fixed-term as identified in the relevant industrial agreement.

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<b>Impacted area:</b>	An area within the organisational structure undergoing workplace change that has an impact on the way work is being performed.
<b>Internal applicant:</b>	<ul style="list-style-type: none"> <li>• An existing University staff member holding a full-time or part-time appointment who applies for an advertised University position.</li> <li>• Sessional or casual staff member of the University may be permitted to apply for internally advertised positions provided they were in paid employment for the University in the fortnightly pay period when the position was advertised.</li> <li>• Casual academic staff shall be eligible to apply for internally advertised University positions provided that they were in paid employment for the University in the current or previous semester.</li> </ul>
<b>Key selection criteria (KSC):</b>	Key selection criteria are the skills, attributes, knowledge and qualifications that the employer has defined as being essential for performing the inherent requirements of the position.
<b>Letter of offer:</b>	A contract of employment, once accepted in writing.
<b>Limited Expression of Interest:</b>	It is the process whereby only a limited pool of staff impacted by an organisational restructure express their interest in and are selected for a specific position/s within the structure.
<b>Merit Selection panel report:</b>	A proforma used to provide a selection summary of the preferred applicant/s and ranking (if applicable), confirmation by Merit Selection Panel members of recommendation, employment commencement details and final approval by the Delegated Officer.
<b>Minimum employment period</b>	The purpose of this period is to allow an employer with a period of time to assess a new employee, without being subject to an unfair dismissal claim. In the case of the University the minimum employment period is 6 months.
<b>Minority report:</b>	A report prepared by any member(s) of a Merit Selection Panel who do not agree with the recommendation(s) made by the majority of Panel members.
<b>Panel:</b>	The Merit Selection Panel.
<b>Panel members:</b>	Members of the Merit Selection Panel.
<b>Peer representative:</b>	An academic, TAFE teacher, senior educator or general staff member with at least the same classification type (eg. academic, TAFE Teacher or HEW) as the vacant position, at an appropriate level and preferably from the same Portfolio, School or Directorate.
<b>Personal relationship:</b>	A relationship which arises from being a member of immediate or extended family, or in a relationship which gives rise to a conflict of interest and includes such matters as matrimonial (including defacto), sexual, business and financial relationships.
<b>Position description:</b>	A statement of a specific <i>job based on job analysis that details the position title, a summary of the position, key responsibilities, levels of supervision and responsibility, training and qualifications and key selection criteria.</i>
<b>Pre-employment testing:</b>	Additional selection methodologies which may include presentations, case studies, pre-employment medical examinations and/or psychometric assessment.
<b>Principles of merit:</b>	Where the best possible match is made between qualifications, relevant experience and capabilities of the applicants against the position or the duties to be performed.

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<b>Probationary period:</b>	A period of time during which the staff member is subject to formal assessment and provided with counselling and support to confirm their progress as outlined in the relevant University probation policy and procedure.
<b>Reasonable adjustment:</b>	The term used to describe actions or changes which may be required to enable staff participation on the same basis as other staff. Lack of provision of reasonable adjustment might constitute discrimination, particularly where staff have a disability or have carer responsibilities. A reasonable adjustment involves changes to the work or the work environment, e.g. ramp installation, provision of adaptive technology and flexible work arrangements.
<b>Recruitment and Merit Selection training:</b>	Training on the Policy and Procedure developed and delivered by Human Resources.
<b>Recruitment documentation:</b>	Federation University Australia documentation, either electronic or paper-based relating to the position under consideration, including: <ul style="list-style-type: none"> <li>• copy of the advertisement.</li> <li>• copy of the Position Description (or Duties Statement for Casuals).</li> <li>• applicant Summary Sheet.</li> <li>• all applications for the position.</li> <li>• short-listing Grid (if used).</li> <li>• short-listed Applicants Summary Memo.</li> <li>• documentation relating to referee checks.</li> <li>• merit Selection Panel Report.</li> </ul>
<b>Recruitment request:</b>	A formal request to the Delegated Officer to authorise the initiation of the recruitment and merit selection process via the PageUp eRecruitment system.
<b>Redeployment:</b>	Redeployment can be broadly defined as the transfer of a staff member to another position within the same organisation. The redeployment can be in a position at the same classification level or at a lower classification level.
<b>Right to Work:</b>	A formal right to work in Australia as determined and required by the Department of Immigration and Border Protection.
<b>Right to Work check:</b>	Proof that a person has the right to work <b>prior to any offer of employment</b> regardless of the type of employment being offered. Acceptable forms of proof are: <ul style="list-style-type: none"> <li>• Australian or New Zealand passport; or</li> <li>• Full Australian birth certificate and a form of photo identification; or</li> <li>• Evidence of Australian citizenship and form of photo identification; or</li> <li>• Certificate of Status for New Zealand citizens in Australia and a form of photo identification;</li> <li>• Certificate of permanent resident status and a form of photo identification</li> <li>• a valid visa with work rights.</li> </ul>
<b>Secondment:</b>	A fixed-term appointment for internal applicants only who have a substantive position to return to at the end of the secondment period.

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<b>Sessional appointment:</b>	<p>A form of casual employment. A sessional employee may be engaged to deliver lectures, tutorials or demonstrations over a set, specific period of time up to 12 months.</p> <p>A sessional TAFE teacher engaged for the purpose of performing teaching duties may work up to 720 hours per calendar year. This limit does not apply for sessional employees engaged for the purpose of performing non-teaching duties.</p>
<b>Signed 'As Sighted':</b>	The original qualification has been sighted and a photocopy of the original is signed 'as sighted' with the full name of the person who sighted the copy and the date.
<b>Staff Exchange:</b>	An arrangement made with the mutual consent of two staff members and their supervisors whereby a staff member is released to work in another area within the University's organisational structure.
<b>Temporary appointment:</b>	Fixed-term employment for internal or external applicants of no longer than six months.
<b>Unlawful Discrimination:</b>	<p>In the context of merit selection, unlawful discrimination occurs when a person is treated less favourably on the following actual or assumed personal characteristics, as defined under Commonwealth and State laws. These include: sex, intersex status, gender identity, marital status, pregnancy, breastfeeding, status as a parent or carer, sexual orientation, lawful sexual activity, race, disability, age, industrial activity, physical features, religious beliefs or activities, political beliefs or activities, criminal record, medical record or personal association with a person who has, or is assumed to have, one of these personal characteristics. This concept includes Direct and Indirect Discrimination.</p> <p>Unlawful discrimination can also occur when a condition or requirement is imposed which someone with an attribute cannot meet and the condition or requirement is unreasonable in the circumstances.</p>
<b>Working with Children Checks:</b>	A Working with Children Check conducted in accordance with the Victorian Working with Children Act 2005 where a person is issued a Working with Children Card as a result of a positive check.
<b>Working with Children Card:</b>	Issued as a result of a positive Working with Children Check.

## Actions

### 1. Determining the Right to Work Prior to any Employment Offer

The University has a legal obligation to ensure all staff have the right to work in Australia.

Acceptable forms of proof of right to work are:

- Australian or New Zealand passport; or
- Full Australian birth certificate and a form of photo identification; or
- Evidence of Australian citizenship and form of photo identification; or
- Certificate of Status for New Zealand citizens in Australia and a form of photo identification;

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- Certificate of permanent resident status and a form of photo identification
- a valid visa with work rights.

Fixed-term and continuing employment offers are subject to the appointee providing certified copies of acceptable proof of right to work. This is stipulated in the employment offer.

For casual and sessional employment, the Delegated Officers are responsible for ensuring that acceptable proof of right to work is provided before an employment commences.

Where the Right to Work has not been made clear on a visa, Human Resources can provide assistance by conducting Right to Work Checks with the Department of Immigration and Border Protection.

## 2. Fit and Proper Person Requirement

The Australian Skills Quality Authority (ASQA) requires that Australian universities and TAFEs meet the Fit and Proper Person Requirements under subsection 185(1) and 186(1) of the *National Vocational Education and Training Regulator Act 2011* for the purposes of initial registration or renewal of registration as a training organisation. The Tertiary Education Quality Standards Agency (TEQSA) requires that members of the higher education provider’s corporate governing body and the higher education providers key personnel demonstrate that they are ‘fit and proper’ persons as per the Higher Education Standards Framework (Threshold Standards) Chapter 1 Section 1 (1.2).

Each executive officer, high managerial agent and/or any person or entity which exercises a degree of control or influence over the management or direction of the organisation is subject to Fit and Proper Person Requirements. For University’s purposes, it has been determined that its ‘high managerial agents’ are the Chancellor, Vice-Chancellor, Chief Operational Officer, Deans, Executive Directors and Directors. Appointees to these positions will be required to complete a Fit and Proper Person Requirements Declaration and Statutory Declaration prior to commencing employment. Completed declarations will be retained by Human Resources.

## 3. Using Child Safe Recruitment Practices

The University is committed to providing a Child Safe environment to ensuring the safety and well-being of all children, and ensuring that children are able to experience the fundamental right to be safe from all forms of child abuse.

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Ensure all position descriptions reflect requirements of Child Safety Standards based on responsibilities of positions.	Delegated Officer and Human Resources	1. Identify all positions with an inherent requirement to deliver education and services to children and include the following Key Selection Criteria (KSC) in position descriptions:  (1) Demonstrated working knowledge and application of the Child Safety Standards.  (2) Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a

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	ACTIVITY	RESPONSIBILITY	STEPS
			<p>disability and from culturally and/or linguistically diverse backgrounds.</p> <p>2. Include the following key selection criteria in all other position descriptions:</p> <p>(1) Demonstrated commitment to contribute to the University's commitment to child safety.</p> <p>3. Include requirement for a Working with Children (WWC) Check in the training and qualifications section and KSC of all position descriptions for positions that deliver education and/or services to children.</p>
B.	Ensure all vacancies for positions that involve working with children demonstrate the University's commitment to child safety.	Delegated Officer and Human Resources	<p>1. Include the following statement in advertising vacancies that include working with children: The University is committed to ensuring the safety, well-being and inclusion of all children, including those with a disability and from culturally and/or linguistically diverse backgrounds.</p> <p>2. Ensure the advertisement states: <i>All applicants for this position must have a Working with Children Check or be willing to obtain a Working with Children Check. Please note that people without a Working with Children Check or with an adverse Working with Children Check notice are not automatically barred from applying for this position. Each application will be considered on its merits.</i></p>
C.	Ensure merit selection panels are enabled to assess applicants.	Delegated Officer and Chair of merit selection panels	<p>1. Develop behavioural-based questions for interviews (consistent with Section 2A Key Selection Criteria that have been included in the position description).</p> <p>2. Conduct behavioural-based interviews.</p>
D.	Ensure appropriate pre-employment screening.	Chair of merit selection panel	<p>1. Ensure the short-listed applicants for positions that deliver education and/or services to</p>

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	ACTIVITY	RESPONSIBILITY	STEPS
			<p>children either hold a current Working with Children Check or are willing to consent to obtaining a current Working with Children Check.</p> <p>2. Any disclosed or reported information should be referred to the Director, HR for advice and direction.</p>
E.	Ensure reference checking.	Chair of merit selection panel	<p>1. Obtain at least two professional reference checks from reputable referees. Ask applicant to nominate different referee/s if required.</p> <p>2. Referee checks must be conducted verbally.</p> <p>3. Assess applicant's suitability to work with children by asking referee's behavioural-based questions that relate to the key selection criteria.</p>
F.	Ensure employment contracts for new employees refer to delivering education and services adhering to Child Safety Standards and failure may result in termination of employment.	Human Resources	<p>1. Issue a letter of offer to new employees with the following clauses:</p> <p>(1) You are required to adhere to the Child Safety Standards in performing the responsibilities of your position. Any allegations of offences or criminal charges may result in suspension or termination of employment.</p> <p>(2) You are also required to exhibit behaviours consistent with the Child Safe Code of Conduct at all times. Breaches of the Child Safe Code of Conduct may result in disciplinary action being taken, up to and including termination of employment.</p>

## 4. Selection Procedures for Casual and Sessional Staff

For casual/sessional appointments in excess of four weeks, a duties statement must be provided to Human Resources for classification purposes. Following classification, recruitment and merit selection can commence.

It is advisable for Faculties/Colleges/Directorates or Sections to maintain a register of suitable persons wishing to undertake sessional/casual work, or source suitable candidates by open invitation.

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A register of persons seeking administrative casual employment with the University (certain campuses only) is maintained by Human Resources who should be contacted for details of such persons as required.

Applicants must be selected based on qualifications, relevant experience and capabilities and the duties to be performed. Applicants should also be informed of these duties during the recruitment and merit selection process.

## Casual employment

Prior to the commencement of a **casual employee**, the Delegated Officer is responsible for determining and obtaining proof of right to work; copying and sighting "as sighted" qualifications, Working with Children Check and other licences and completing a Casual Employment Appointment contract for Academic, General and TAFE Teaching Staff. In addition, the following documentation also needs to be completed:

- Personal Details form; and
- Tax Declaration form; and
- Pre-existing Injury form; and
- A statement of duties.

All of the above copies, contract and forms must be forwarded to Human Resources.

Casual staff under these contracts will be paid on completion of a Casual Staff Salary – Claim Timesheet form for each pay period they work.

Any variation to the initial casual contract will need to be initiated by submitting a Variation to Casual Employment Contract form to Human Resources, prior to the expiry of the initial casual contract.

## Sessional employment:

Prior to the commencement of a **sessional employee**, the Delegated Officer is responsible for determining and obtaining proof of right to work; copying and sighting "as sighted" qualifications, Working with Children Check and other licences and completing a Sessional Employment Appointment contract for Academic, General and TAFE Teaching Staff. In addition, the following documentation also needs to be completed:

- Personal Details form; and
- Tax Declaration form; and
- Pre-existing Injury form; and
- A statement of duties.

All of the above copies, contract and forms must be forwarded to Human Resources.

A timesheet is not required for payment of sessional staff as the salary for each pay period will be averaged out over the term of the contract.

Any variation to the initial sessional contract will need to be initiated by submitting a Variation to Sessional Employment Contract form to the Human Resources, prior to the expiry of the initial sessional contract.

Faculties/Colleges/Directorates or Sections are required to keep staff records related to casual/sessional staff including resumes, qualifications, relevant trade certificates and licences, and Working with Children Cards information.

## 5. Staff Exchange

Staff appointed on a fixed-term contract for more than twelve months or on a continuing contract may apply to participate in a staff exchange to enhance professional development and career aspirations.

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Any two staff can apply for a staff exchange for a period of between twelve weeks and no more than six months provided they are at the same classification level. During the period of the exchange, the staff members will be paid at their current incremental level within their classification.

If a staff member is interested in participating in a staff exchange arrangement, they must discuss their interest with the incumbent of the position they would like to exchange with to gauge their interest. If both staff members wish to proceed with the staff exchange arrangement, they must discuss their intentions with their supervisors and complete the staff exchange request form.

The staff members' supervisors are responsible for recommending the approval or non-approval of the staff exchange to the relevant Deputy Vice-Chancellors and/or Chief Operating Officer.

Applications for a staff exchange may be refused on reasonable grounds with reasons provided.

Staff exchange arrangements may be terminated on reasonable grounds.

## 6. Selection Procedures for Temporary Appointment

Temporary appointments can be used to fill vacancies of six months or less and can only be used as per the requirements for fixed-term appointments in the relevant industrial agreements.

If it is decided to fill a temporary appointment, the Dean/Director/Deputy Vice-Chancellor (as appropriate) or other relevant manager must first contact the Director, Human Resources to ascertain the availability of suitably qualified and experienced staff who may need to be redeployed.

If there are no staff in the redeployment pool, the following recruitment steps must be undertaken:

- confirm that the position will be vacant for six months or less;
- develop a position description outlining the requirements of the position and the selection criteria;
- ensure the position description is classified by Human Resources;
- obtain approval for the position;
- undertake a genuine effort to identify a pool of applicants who may be suitable for the appointment;
- ensure that short-listed applicants/preferred applicant has the appropriate qualifications, trade certificates, licences, Working with Children Cards, etc as applicable to the position.
- make a merit selection from the identified pool of applicants and document the reasons why the preferred applicant was selected above the other applicants in the pool;
- conduct two referee checks; and
- complete a request for the Temporary Appointment via the PageUp eRecruitment system and attach:
  1. a copy of the applicant's Resume;
  2. the two referee checks; and
  3. the position description.

A Letter of Offer will be drafted by Human Resources when the position is fully approved and sent to the successful applicant no later than two working days prior to the proposed commencement date.

A successful applicant must not commence employment prior to receiving and accepting an employment contract.

If the vacancy is for more than six months, this process outlined will not apply and the vacancy will need to be advertised and appointed as per the Selection Procedures for Fixed-Term and Continuing Appointments section of this Procedure.

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## 7. Selection Procedures for Secondment

A secondment is a fixed-term appointment for internal applicants only and may be used to fill a vacancy for up to 12 months and can only be used as per the requirements for fixed-term appointments in the relevant industrial agreements.

If it is decided to fill a secondment, the Dean/Director/Deputy Vice-Chancellor (as appropriate) or other relevant manager must first contact the Director, Human Resources to ascertain the availability of suitably qualified and experienced staff who may need to be redeployed.

A University employee can request to be appointed on a secondment basis. This request must be considered and approved by the relevant Dean/Director in writing prior to the secondment commencing. Secondment requests will not be unreasonably refused. Where a secondment has been approved, any continuing employee who is appointed on a secondment, shall retain their continuing status and shall have the right to revert to the employee's previous position or to any other position at the same HEW level upon the expiry of the fixed-term position or seconded period.

Secondments can be used as per the requirements for fixed-term appointment in the relevant industrial agreements, for example:

- when continuing or fixed-term employees are on extended leave; or
- when an employee is on secondment to another position; or
- when an employee is required for a specific project.

If the vacancy is for more than 12 months, this process outlined will not apply and the vacancy will need to be advertised and appointed as per the Selection Procedures for Fixed-Term and Continuing Appointment section of this Procedure.

The following recruitment steps must be undertaken:

- confirm that the position will be vacant for 12 months or less;
- develop or review a position description outlining the requirements of the position and the selection criteria;
- ensure the position description is classified by Human Resources;
- obtain approval for the position via PageUp;
- undertake a genuine effort to identify a pool of applicants who may be suitable for the appointment;
- make a merit selection from the identified pool of applicants and document the reasons why the preferred applicant was selected above the other applicants in the pool; and
- complete a request for the Secondment Appointment via the PageUp eRecruitment system and attach:
  - i. a copy of the applicant's Resume;
  - ii. signed 'as sighted' copies of qualifications, trade certificates, licences, Working with Children Card etc. as applicable to the position (if required); and
  - iii. the position description.

A Letter of Offer will be drafted by Human Resources when the position is fully approved and sent to the successful applicant no later than five working days prior to the proposed commencement date.

A successful applicant must not commence employment prior to receiving and accepting an employment contract.

## 8. Selection Procedures for Positions in Organisational Restructures

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## Determination of Selection Procedures for Positions in Organisational Restructures

Appointing positions following a restructure must be carefully reviewed by the relevant supervisor and other members of the management team in conjunction with Human Resources. This review will determine positions that:

- have not changed significantly and are at the same classification level;
- have changed significantly and are at the same classification level;
- have changed significantly and are at a different classification level;
- are new to the organisational structure; and/or
- are excess to requirements.

Where a position has not changed significantly (i.e. tasks within the positions are substantially the same or similar and is at the same classification level), staff will remain in these positions.

An expression of interest selection should apply where a position:

- has changed significantly and is at the same classification level; and
- is new and/or at a different classification level.

Where possible and appropriate, the new organisational structure will normally be filled through a cascading process starting with the most senior position in the new structure.

## Eligibility to Participate in Expression of Interest

Staff currently employed in a continuing position within the impacted area and impacted by a restructure are eligible to express an interest in positions in the first instance.

Staff currently employed in a fixed-term position within the impacted area and impacted by the restructure are eligible to express an interest in positions that remain vacant after completion of the expression of interest process restricted to continuing staff within the impacted area.

If new positions become available as a result of the expression of interest process (e.g. a staff member was eligible to remain in their current position, but was successful in obtaining a new position in the structure), a further round of expression of interest may occur at the discretion of the Deputy Vice-Chancellor, Dean, Head of School or Director of the impacted area.

Any positions that remain vacant after the completion of the expression of interest selection procedure will be recruited and selected for in accordance with the principles and relevant procedure/s of the [Recruitment and Merit Selection Policy and Procedure](#).

## Types of Expressions of Interest

### Expression of Interest

An expression of interest selection process is whereby staff impacted by a restructure within an area express interest in positions within the new structure.

### Limited Expression of Interest

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Where a position has not changed significantly and the full-time equivalent of the available positions is less than the full-time equivalent of eligible staff members, a limited expression of interest selection procedure applies. This means the expression of interest is limited only to the staff who are eligible to remain in the positions and will follow the selection procedure set out below.

Where a position has changed significantly and is at the same classification level, a limited expression of interest selection procedure applies. This means the expression of interest is limited to the staff who are currently in positions at the classification level of the new (significantly changed) position and directly impacted by this change, and will follow the selection procedure set out below.

## Expression of Interest Selection Procedure for Positions

### Advertising

Eligible staff will be advised of all vacant positions within the impacted area and where a Limited Expression of Interest or Expression of Interest selection process applies and the proposed timeframe for advertising, selecting and appointing the positions.

Vacant positions will be advertised on the University's careers website and clearly indicate whether it is a "Limited Expression of Interest" or "Expression of Interest" together with the impacted area.

Vacant positions should be advertised for a minimum of five working days.

### Applications

Applications should be submitted online and include a current resume (maximum three pages) and a general statement in which the applicant addresses their qualifications, relevant experience and capabilities relevant to the vacancy they are applying for (limited to 300 – 500 words).

If and where applicants apply for more than one position in the restructure, they are required to clearly indicate their order of preference.

Applications must be submitted by the closing date. Late applications will only be accepted at the discretion of the Chair of the Merit Selection Panel.

## Merit Selection and Appointment

### Merit Selection Panels

Merit Selection Panels must include gender representation and will normally be constituted as per the *Composition of Merit Selection Panel* requirements as per Section 6, *Selection Procedures for Fixed-Term and Continuing Appointments* of this *Procedure*.

### Selection

Written applications (consisting of resume and general statement as per the Applications section) will be assessed by the Merit Selection Panel.

Interviews are normally not required, but may be conducted by the Merit Selection Panel at the discretion of the Chair of the Merit Selection Panel and/or Deputy Vice-Chancellor, Dean, Head of School or Director, or as determined by the Director, Human Resources.

Applicants should be provided with at least three working days' notice of the date and time of the interview.

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Where applicants have applied for more than one position, a combined interview for the positions may be conducted.

Reference checks are normally not required, but may be conducted at the discretion of the Chair of the Merit Selection Panel.

## Completion of Merit Selection Panel Report

The Chair of the Merit Selection Panel (or nominee) is responsible for ensuring the completion of the Merit Selection Panel Report following the conclusion of the merit selection process and obtaining the Delegated Officer's approval (where required).

The Chair of the Merit Selection Panel (or nominee) is responsible for forwarding the completed Merit Selection Panel Report to Human Resources.

## Informing Applicants of Outcome

The Chair of the Merit Selection Panel (or nominee) is responsible for informing successful and unsuccessful applicants no earlier than two working days after the last interview has taken place (in the event an appeal is lodged) and following the Delegated Officer's approval (where required).

Human Resources prepares and distributes an appropriate employment contract to the successful applicant.

## Notifying Human Resources of Redeployees

The relevant Deputy Vice-Chancellor, Dean, Head of School or Director is responsible for informing Human Resources of staff who are redeployees immediately at the conclusion of the expression of interest selection process.

## 9. Selection Procedures for Fixed-Term and Continuing Appointments

A fixed-term contract is employment for a specified period with a specific start and end date.

Continuing employment means the employment has no end date.

Fixed-term contracts should be for the length of both the foreseeable need and funding, and should not be offered for more than five years.

General staff and academic staff may be employed on a fixed-term basis in accordance with the provisions of the current [University Collective Agreement](#). A fixed-term contract may be offered in the following circumstances:

- specific task or project;
- research;
- replacement employee;
- recent professional practice required;
- fixed-term contract employment subsidiary to studentship;
- apprenticeship or traineeship;
- new organisational area;
- disestablished organisational area;
- senior appointments; and
- pre-retirement (UniSuper members only)

TAFE teaching staff may be employed on a fixed-term basis in accordance with the *Victorian TAFE Teaching Staff Multi-Business Agreement 2009* (Clause 12.2). A fixed term contract may be offered in the following circumstances:

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- replacement of staff on leave;
- where funding cannot be regarded as ongoing;
- where new and/or short-term program areas are introduced to the University;
- where reducing numbers threaten the viability of an existing program; and
- where current industry experience is required for a limited term.

Human Resources are able to assist in clarifying circumstances where a fixed-term contract may be offered.

The recruitment and merit selection for fixed-term and continuing appointments consist of the following phases:

## Establishing the Position

The authority to establish new positions or fill vacant positions must be in accordance with the Staffing Delegations in the Delegations – Contract, Financial, Staffing and Tender Policy.

Within each area of responsibility, Delegated Officers have authority to create new positions and to initiate the recruitment and merit selection processes, subject to Finance approval. Final authorisation of positions and approval of appointments may be at the discretion of the Vice-Chancellor.

Before approving the creation or filling of a position, a Delegated Officer must be satisfied:

- with the proposed position and position description;
- the position is aligned with the area's strategic and operational plans and staffing profile; and
- the position has an appropriate classification in accordance with agreement requirements.

The Delegated Officer is required to identify any positions with an inherent requirement to deliver education and services to children. The Delegated Officer is responsible for ensuring that positions comply with the requirements of Section 3 of this Procedure, i.e. key responsibilities, working with children checks, key selection criteria.

## The Position Description

A position description must be prepared/reviewed to ensure it accurately reflects the duties and responsibilities of the position. The relevant supervisor is accountable for its content and accuracy.

Position descriptions require a classification level consistent with the position classification standards in the relevant industrial agreement. The position description must be **reviewed and/or classified irrespective of whether it is a new or existing position** before the recruitment process commences.

For vacant positions at the HEW 1 to 8 level that are either new or have significantly changed and have an appointment period of longer than 12 months the classification will be determined by a classification committee in accordance with the [University Collective Agreement](#) prior to advertising.

## Key Responsibilities

The following key responsibilities must be included in all position descriptions:

Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at:

[http://federation.edu.au/\\_data/assets/pdf\\_file/0010/284248/FedUni\\_StrategicPlan.pdf](http://federation.edu.au/_data/assets/pdf_file/0010/284248/FedUni_StrategicPlan.pdf)

and

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Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and [Conflict of Interest Policy](#) and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- The requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

## Key Selection Criteria

The key selection criteria are written to outline the requirements of the position.

The key selection criteria are representative of the qualifications, experience and capabilities required. Reasonable adjustments are required to be made to enable individuals with disabilities to perform the essential functions.

The following essential key selection criterion must be included in teaching and academic positions:

- Knowledge and understanding of the needs of a diverse range of students, including those with disabilities.

Position descriptions or key selection criteria may not be varied after applications have been received.

## Approval Process

A Recruitment Request must be created and then approved by the Delegated Officer and Finance. An electronic copy of the position description and draft advertisement must also be attached.

Once approved, Human Resources commences the recruitment process.

## Advertising

All continuing and fixed-term position vacancies must be advertised (excluding Temporary Appointment/ Secondment appointments or those for Aboriginal and/or Torres Strait Islander Trainees).

In accordance with the the [University Collective Agreement](#) , all general staff positions (other than casual positions) between HEW level 2 and HEW level 8 that have an appointment period of longer than 12 months will be advertised internally in the first instance.

The drafting of the advertisement is the responsibility of Human Resources with approval sought from the relevant Faculty/College/Directorate/Section within which the position has been established. All advertisements must be written in gender neutral and non-discriminatory language.

The draft advertisement should include the period you wish the position to be open to receive applications. Where external applicants are involved, a minimum of ten working days is considered acceptable from advertisement to the final date for receipt of applications. The Delegated Officer may negotiate with the Director, Human Resources (or nominee) for a shorter processing time if the circumstances are thought to warrant it.

In consultation with the recruiting area, the editing of advertisements will be conducted by Human Resources to ensure they conform to relevant guidelines. Human Resources are responsible for the placement of all advertisements, including internally advertised positions. The Human Resources deadline for advertising positions is no later than 10:00 am Wednesdays and advertisements are placed on the University website '[Careers@FedUni](#)' on Friday by 5 pm.

Where a position has inherent requirements to deliver education and services to children, advertising must be in accordance with Section 3 of this Procedure.

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## Choice of Media

All vacancies will be advertised on the University '[Careers@FedUni](#)' website. In the case of external advertising of vacancies, the media used should be chosen to attract the widest possible pool of suitable applicants.

Advertisements may be placed in either local, state or national newspapers, professional journals or association publications and/or on relevant websites. Human Resources can provide advice on suitable newspapers and other media in which to advertise vacancies.

In consultation with Human Resources, executive search procedures may be used for positions.

## Information to Prospective Applicants

Prospective applicants are able to access the following information on the University careers website:

- the position description;
- application information;
- [Equal Opportunity and Valuing Diversity Policy](#); and
- Federation University Australia Candidate Information Booklet.

## Application Requirements

Applicants are required to apply online on the University careers website. Applicants are required to submit as a minimum the following:

- **resume:** which contains personal details, educational background, qualifications, trade certificates and licences (if appropriate), work history and the details of at least two professional referees; and
- **written application:** addressing the key selection criteria in the relevant position description.

## Acceptance of Applications

Applicants must apply on or prior to the advertised closing date for the position. Late applications will be accepted at the discretion of the Chair of the Merit Selection Panel or Human Resources.

## Merit Selection

### Composition of Merit Selection Panels

Merit Selection Panels must include gender balance and will, at a minimum, consist of:

- the immediate supervisor (or nominee) for the position as the Chair; and
- a person with relevant expertise; and
- a peer representative

Additional person/s may be included as Panel members if desired.

In the case of senior appointments the composition of the Merit Selection Panel will be at a minimum in accordance with the following table:

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Position	Composition approved by:	Minimum Requirements
Deputy Vice-Chancellor/ Chief Operating Officer	Vice-Chancellor	<p>Vice-Chancellor (Chair)</p> <p>Chancellor or nominee</p> <p>A relevant Deputy Vice-Chancellor from another University or a relevant external expert of equivalent status.</p> <p>Such other people as the Merit Selection Panel may determine to co-opt from time to time.</p>
Pro Vice-Chancellor	Vice-Chancellor	<p>Vice-Chancellor (Chair)</p> <p>Deputy Vice-Chancellor or Chief Operating Officer</p> <p>A relevant Deputy Vice Chancellor or Pro Vice -Chancellor from another University or a relevant external expert of equivalent status.</p> <p>Such other people as the Merit Selection Panel may determine to co-opt from time to time.</p>
Dean/ Director (within an academic unit)	Vice-Chancellor	<p>Vice-Chancellor or nominee (Chair)</p> <p>Deputy Vice-Chancellor (Academic)</p> <p>Deputy Vice-Chancellor (Research &amp; Innovation) or a Dean/ Director from another School or academic unit (nominated by the Vice-Chancellor)</p> <p>A relevant Dean/ Director from another university or TAFE or a relevant external expert of equivalent status</p> <p>Such other people as the Merit Selection Panel may determine to co-opt from time to time.</p>
Director/General Manager (within a Portfolio)	Vice-Chancellor	<p>Vice-Chancellor or nominee (Chair)</p> <p>A relevant Deputy Vice-Chancellor or Chief Operating Officer</p> <p>Director (nominated by Vice-Chancellor)</p> <p>A relevant external expert of equivalent status</p> <p>Such other people as the Merit Selection Panel may determine to co-opt from time to time.</p>

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Position	Composition approved by:	Minimum Requirements
Professorial  (Academic E)	Vice-Chancellor	Vice-Chancellor or nominee (Chair)  A relevant Deputy Vice-Chancellor  One external professor or person of equivalent status with high standing in the field(s) pertinent to the position  Such other people as the Merit Selection Panel may determine to co-opt from time to time.

The Vice-Chancellor may approve changes to the composition of the panel for senior appointments for reasons such as but not limited to restructures, gender balance or cultural representation. On approval from the Vice Chancellor, the Chair of Academic Board will be invited to be a selection panel member for senior academic appointments (Academic E and above).

The Chair of the Merit Selection Panel must ensure the following:

- the Merit Selection Panel consists of the same members for the entire process. It is acknowledged that in extenuating circumstances, at the discretion of the Chair and with approval from the Director, Human Resources, a Panel member may be substituted and/or co-opted provided that a new member can review the process to date and is in agreement about the short-listed applicants and/or the progress of the process to date;
- that there is sufficient expertise on the Panel related to the job content and work required;
- that Panel members are represented and act only in one capacity (e.g. Chair or person with relevant expertise); and
- that the Panel does not include a person who is in a familial, personal relationship or may have some other conflict of interest with any of the applicants.

It is acknowledged that a Merit Selection Panel member may be nominated as a professional referee by an applicant. In this case, the Merit Selection Panel member may choose to have the dual role as Panel member and referee for the applicant. Where the Merit Selection Panel member chooses to have a dual role, they must declare their dual role and any conflict of interest or potential conflict of interest to the Chair and other members of the Merit Selection Panel at the commencement of the process.

## Merit Selection Panel Training

Human Resources will be responsible for delivering training on the [Recruitment and Merit Selection Policy](#) and Procedure.

Human Resources will also maintain a register of all staff that have attended/completed the training.

It is a mandatory requirement that the Chair of a Merit Selection Panel has completed the recruitment and merit selection training. It is also strongly encouraged that all other Merit Selection Panel members have completed this training.

## Role of the Chair

The Chair of the Merit Selection Panel is required to:

- have completed the recruitment and merit selection training;
- ensure the majority of Panel members have experience in the recruitment and merit selection process;

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- communicate with all Merit Selection Panel members at every stage of the merit selection process;
- establish the Merit Selection Panel and ensure transparency and confidentiality as outlined under Role and Responsibilities of the Merit Selection Panel;
- ensure the operation of the Merit Selection Panel is effective, efficient and directed towards achieving consensus;
- ensure that the operation of the Merit Selection Panel does not discriminate in any unlawful way and is consistent with the University's [Equal Opportunity and Valuing Diversity Policy](#) and [Information Privacy Policy](#);
- ensure that the views of each of the Merit Selection Panel member are considered at all stages of the merit selection process and that each Merit Selection Panel member has equal opportunity to have input into the recommendation(s);
- ensure that all Merit Selection Panel members know their right to record their views in the Merit Selection Panel Report which contains the Panel's recommendation(s) including their right to submit a Minority Report;
- coordinate the short-listing process using a short-listing grid or similar instrument ensuring the Panel assesses all applications against the key selection criteria in the position description;  
(NOTE: Once advertised, the key selection criteria cannot be altered. If none of the applicants sufficiently meets the key selection criteria, a recommendation not to appoint should be made, and other recruitment strategies should be explored.);
- organise the venue for interviewing applicants, coordinate the development of interview questions, chair the interviews and coordinate any other agreed selection instruments. (NOTE: interview venues must be accessible to people with mobility disabilities);
- sight and copy original qualifications, certificates, licences and/or academic transcripts and assess whether these meet the qualifications/training and licence requirements for the position, and Working with Children Checks (if applicable). It is the responsibility of the Chair to ensure that the preferred applicant for an academic position holds a qualification at a level higher than the courses they will be teaching.
- if an applicant has informed of a disability with participation requirements, arrange the required adjustments, e.g. physical access, interpreter, technical aid (advice can be sought from Human Resources, Equity and Equal Opportunity or the Disability Liaison Unit in Student Connect);
- ensure appropriate interview techniques and processes are used;
- conduct and record a minimum of two reference checks (using referee check *pro forma* or similar) and discuss the feedback with all Merit Selection Panel members;
- ensure the Merit Selection Panel Report is completed;
- make the employment offer to the successful applicant (only when the Delegated Officer has formally approved and signed the Merit Selection Panel Report and two working days after the last interview has taken place);
- advise all interviewed unsuccessful applicants and provide feedback if requested; and
- ensure the Merit Selection Panel Report and required documentation is forwarded to Human Resources.

## Role and Responsibilities of the Merit Selection Panel

The Merit Selection Panel members are required to:

- declare to the Chair any familial, personal relationship, conflict of interest or prior knowledge about any of the applicants and/or other issues that may reflect a real or perceived bias at the commencement of the merit selection process or any time when an issue or potential issues arise during the merit selection process;
- assess applications, short-list, assist with planning the interview questions and interview applicants against the position description;
- ensure that short-listed applicants/preferred applicant has the appropriate qualifications, trade certificates, licences, Working with Children Cards, etc as applicable to the position.
- maintain strict confidentiality and adhere to the University policies on equal opportunity and information privacy;

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- contribute to the final recommendation(s) and sign the Merit Selection Panel Report; and
- return all documentation relevant to the merit selection process to the Chair at the end of the process.

## Confidentiality

The proceedings and deliberations of a Merit Selection Panel, including all documents, correspondence and other information considered by the Merit Selection Panel, must remain confidential. This includes post the Merit Selection Panel's recommendation being made public.

Merit Selection Panel members must not discuss any aspect of the selection process and/or appointment with any other person other than a Merit Selection Panel member, the relevant Delegated Officer or the relevant Human Resources staff.

Merit Selection Panel members, other than the Chair (or a member nominated in writing by the Chair) must not discuss the selection process with any applicant. Any other staff member, who is not a Merit Selection Panel member and has access to information about the recruitment and merit selection process is also bound by confidentiality. Any breach of confidentiality may result in disciplinary action.

## Short-listing

All members of the Merit Selection Panel are required to participate in the short-listing of applicants. In compiling the short-list, the Merit Selection Panel will base its decision on the applicants resume and response to the key selection criteria specified in the position description. Preference for appointment will be given to current University employees, however short-listing (selection) will be based on merit.

The Merit Selection Panel may review applications individually and establish a short-list following discussion by telephone and/or email with all Merit Selection Panel members. There is no required minimum or maximum number of applicants who should be short-listed.

Once the Panel has decided who to interview, a short-list of applicants is to be forwarded to Human Resources who will organise interviews.

Human Resources will ask all applicants if they have disability access or participation requirements. Any requirements will be forwarded to the Chair to action.

Organising the interview venues and other logistical matters remains the responsibility of the Chair of the Merit Selection Panel.

Where applicants for positions are known to members of the Merit Selection Panel, members are to declare this knowledge at the time the Merit Selection Panel is being convened. Panel members are decided on an individual basis, if such knowledge is likely to inhibit the objectivity of a Panel member, or be seen as a Conflict of Interest by others, they must not participate in the Merit Selection Panel.

## Interviews

Interviews are a required component of the merit selection process for most University positions. However, the requirement to hold an interview may be waived if, following advertisement of a position, a person who has been acting in that position for a period of 9 months or more is the only applicant. The selection process then involves consideration of the application and referee reports. Members of the Merit Selection Panel are still required to complete and sign the Merit Selection Panel Report. This does not apply when a position has been filled casually.

More than one interview may be conducted. At the discretion of the Chair, other panels and experts may be requested to provide an assessment during a second interview to the merit selection panel. However, the merit selection panel remains responsible for providing a recommendation to the Delegated Officer.

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Interviews are to be conducted consistent with the principles of equity and the University's [Equal Opportunity and Valuing Diversity Policy](#) and the [Information Privacy Policy](#).

Applicants are questioned and assessed based on the requirements of the position, work area and University. To ensure all applicants are assessed equally, the Merit Selection Panel are required to plan and ask the same questions and/or tasks for each applicant and these should be clearly expressed and their relevance made obvious to applicants.

In some circumstances, in consultation with Human Resources, it may be appropriate to ask applicants to complete pre-employment assessments.

Either prior to the interview or at its commencement, each applicant should be given the same information about the position. During the interview, applicants should not be given assurances of early promotion, any type of loading, allowances, salary increases or continuing appointment beyond any fixed-term contract, unless it is explicitly stated in position descriptions and/or the job advertisement.

Preference for appointment will be given to University employees but selection will be based on merit.

## Interview Expenses

In general, applicants are to meet any associated travel and accommodation costs related to applying for the position. Applicants who need to travel over 100 kilometres may be entitled to reimbursement of travel costs, including economy airfares, train or bus fares and petrol costs. Reimbursement of these costs will require approval by the Delegated Officer responsible for the position.

In all cases where interstate or overseas applicants are short-listed, options such as teleconferencing and video conferencing in lieu of face-to-face interviews must be endeavoured to be used in the first instance.

## Referee Checks

Recommendations for appointment must only be made once the Chair has conducted at least two referee checks and provided feedback to the other Merit Selection Panel about the referee checks. Referees must be able to provide feedback about an applicant from a work perspective.

The Chair must ensure that referee checks are obtained in a non-discriminatory manner based on the requirements of the particular position, work area and University. Referees must also be advised by the Chair that notes will be taken during the conversation and the information may be passed on to the applicant if requested.

The Chair is to ensure that details of verbal references are documented on the Referee Check form.

A referee check should not be sought from any person without prior agreement with the applicant. This includes any situation where a referee check is being sought from an applicant's present employer's immediate supervisor. If the Merit Selection Panel is unable to obtain agreement in a specific instance where a reference is considered vital, the applicant should be invited to nominate an alternate referee.

## Minority Report

While it is desirable that recommendations be by consensus, a Minority Report can be submitted by any member of the Merit Selection Panel outlining the reason/s why they do not agree with the recommendation of the Merit Selection Panel.

The Minority Report is then submitted together with the Merit Selection Panel Report for approval by the Delegated Officer.

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The Delegated Officer will consider the Minority Report together with the Merit Selection Panel Report. If the Delegated Officer decides that no appointment will be made, they are to consult with Human Resources to explore alternative recruitment options.

## Recommendation for Appointment

At the conclusion of the interview process and after considering referee feedback, a Merit Selection Panel Report must be completed.

The successful applicants will be appointed at the commencement of the salary range unless the relevant Deputy Vice-Chancellor, following consultation with the Director, Human Resources, approves appointment at a higher level. The appointment and commencement salary levels of TAFE teachers will be in accordance with the *Victorian TAFE Teaching Staff Multi-Business Agreement 2009*, Schedule 3.

If no appointment is recommended, the Chair will be required to decide the next course of action in consultation with the Delegated Officer and Human Resources if necessary. Options that may be considered are:

- i. re-advertise the position with the existing position description; or
- ii. re-assess the position description including the key selection criteria and recommence the recruitment process; or
- iii. not fill the position and develop a different strategy to ensure that the work of the position is carried out.

The option chosen must be noted on the Merit Selection Panel Report.

## Offer to Successful Applicants

Following the Delegated Officer's approval and no earlier than two working days after the last interview has taken place (in case a complaint is lodged), a verbal offer including the details contained in the Merit Selection Panel Report, can be made by the Chair to the preferred applicant. If this offer is declined, the Chair may make a verbal offer to the next ranked applicant (if applicable).

If the successful applicant for a fixed-term position is a current University employee, the employee can request to be appointed on a secondment basis, in accordance with Section 7 of this Procedure. The date of appointment and salary level to be recommended should be discussed with the successful applicant.

The process of formally offering a position in writing is commenced on behalf of the University when the completed and approved (by the Delegated Officer) Merit Selection Panel Report has been received by Human Resources together with the:

- application of the successful applicant;
- signed 'as sighted' copies of qualifications, trade certificates, licences, Working with Children Cards, etc.;
- two referee checks; and
- a Minority Report (if applicable)

This information must be received by Human Resources at least five working days prior to the commencement of the employee to allow a Letter of Offer to be processed and an acceptance returned.

## Advising Unsuccessful Applicants

Formal written notification to the applicants that have not short-listed will be sent via email from Human Resources.

Unsuccessful applicants that have been interviewed must be notified by the Chair following approval of the recommendation by the Delegated Officer and the verbal acceptance of the successful applicant (where relevant).

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Unsuccessful applicants that have been interviewed will not receive any further formal notification of their unsuccessful application from the University.

Interview feedback is to be provided to all interviewed internal applicants if requested. Feedback should focus on both the positive aspects of the application/interview and the areas where future improvements could be made.

When providing feedback, the Chair is to be mindful of the confidentiality of the selection process, the privacy of other applicants and avoid providing any assurances of future success.

## The Right to Work and Employer Sponsorship Arrangements

There may be circumstances where the University may consider employing a person who is not an Australian citizen or permanent resident. The University may provide employees without the Right to Work with employer sponsorship to assist them to gain the right to work by providing nomination for an appropriate visa with working rights.

An appointment can only be offered subject to the appointee obtaining the right to work through the Department of Immigration and Border Protection.

Where the University assists an employee with sponsorship, the University will sponsor the employee for the period of the fixed-term contract, or the maximum length which the visa can be granted, whichever is the shortest period.

In the case of a continuing appointment, the University will provide employer sponsorship for a temporary visa and may, after the completion of the probation period, provide sponsorship for permanent residency by lodging an Employer Nomination for Permanent Residency.

If permanent residency is granted the University must sight the relevant documentation.

## Relocation Expenses for New Employees

If a successful applicant is required to re-locate, they may be eligible for reimbursement to an agreed value of expenses incurred.

Reimbursement of re-location costs is to be approved by the Vice-Chancellor or Deputy Vice-Chancellor (as appropriate) prior to relocation expenses being paid. The work area is responsible for organising any reimbursement of the re-location costs.

Any agreement related to re-location reimbursement will be included in the successful applicant's employment contract and a Relocation Agreement will need to be signed.

All reimbursement will be subject to the successful applicant agreeing to repay such allowances, reduced on a pro-rata basis, should they not remain in the University's employment for a period of three years, or for the period of the employment contract if it is less than three years.

## Complaints Procedure

Applicants have the right to lodge a complaint if they believe a breach of the [Recruitment and Merit Selection Procedure](#) has occurred.

Applicants can lodge a complaint related only to the process and not the outcome. A written explanation of the complaint together with evidence must be received by the Director, Human Resources no later than two working days following the last interview.

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A verbal offer of employment must not be made to a successful applicant until two working days have elapsed after their interview.

If a complaint is lodged, the recruitment and merit selection process will be placed on hold until investigations are completed.

## Selection Procedure for Aboriginal and/or Torres Strait Islander Trainees

The University encourages Aboriginal and Torres Strait Islander trainees to apply for vacancies that they have suitable qualifications, experience or capabilities to undertake if these vacancies arise no more than three months prior to the completion of the traineeship, providing they demonstrate satisfactory progress towards completion of the traineeship.

The Coordinator, Aboriginal and Torres Strait Islander Employment will commence the process of matching trainees to vacant positions in the three month period leading up to the completion of their traineeship. If a trainee is identified or identifies a vacant position they may be suitable for, they will be invited to apply for the position before it is advertised pursuant to Section 12 of the Equal Opportunity Act 2010 which allows the University to impose reasonable restrictions on eligibility criteria on the basis that the measure is 'promoting or realising substantive equality for members of a group with a particular attribute') <http://www.humanrightscommission.vic.gov.au/index.php/the-law/equal-opportunity-act/special-measures>. The trainee will be provided with five working days to submit their application.

Upon receipt of the submission of an application addressing the key selection criteria, the Merit Selection Panel will convene to assess the application based on merit. If the panel determines that the applicant may be appointable an interview and reference checks will take place as per the procedure for the selection of Fixed-term and Continuing Appointments.

If the panel determines the Trainee is not appointable the position will be advertised and the Selection procedure for Fixed-term and Continuing Appointments will be applied.

## Appointment of the University Council and University Chancellor

Appointments to the University Council are made in accordance with the Federation University Australia Act 2010, having regard to:

- the knowledge, skills and experience required for the effective working of the Council;
- an appreciation of the values of a university relating to teaching, research, independence and academic freedom; and
- the capacity to recognise the needs of the external community served by the University.

The University Chancellor is appointed by the University Council in accordance with the Federation University Australia Act 2010 and the University Statute 3.1.

## Responsibilities

### Delegated Officers

Delegated Officers are responsible for staffing delegations are listed in the *University Delegations - Contract, Finance, Staffing and Tender Policy - Staffing Delegations*.

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Delegated Officers under these delegations have responsibility for creating positions, recruiting staff, making offers of employment and ensuring compliance with the [Recruitment and Merit Selection Policy](#) and [Recruitment and Merit Selection Procedure](#).

## Human Resources

Human Resources are responsible for:

- classifying position descriptions;
- recruitment advertising, receipt and acknowledgement of applications, administration of the recruitment and selection process in consultation with Delegated Officers and Chairs of Merit Selection Panels;
- preparing contract of employment for continuing, fixed-term, secondments and temporary appointments;
- advising unsuccessful applicants that were not short-listed;
- providing assistance in matters relating to Proof of Right to Work and preparing and submitting sponsorship applications;
- conducting training in the recruitment and merit selection policy, procedure and processes; and
- maintaining and securely storing personnel records and files for fixed-term and continuing employees.

## Faculties, Schools and Directorates

Faculties, Schools and Directorates are responsible for complying with their responsibilities as outlined in this Procedure. Where relevant, Faculties, Schools and Directorates that identify positions with an inherent requirement to deliver education and services to children are responsible for ensuring Child Safe recruitment practices are adhered to. Faculties, Schools and Directorates are responsible for ensuring that all completed documentation related to fixed-term and continuing recruitment processes is forwarded to Human Resources.

Faculties, Schools and Directorates are responsible for the employment of casual/sessional staff including submitting completed contract forms, timesheets (where appropriate) and other relevant documentation to Payroll, Human Resources.

Faculties, Schools and Directorates are also responsible for maintaining records for casual/sessional staff such as resumes, qualifications, relevant trade certificates, licences and Working with Children Check information. This information must be collected, stored and disclosed in line with the University's [Information Privacy Policy](#) and Procedure.

Faculties, Schools and Directorates are responsible for ensuring that casual/sessional staff hold the appropriate qualifications and relevance licences for the work they are being employed to complete.

**Human Resources will be responsible for the filing and storage of casual and sessional contracts and associated variation of contract documentation.**

## Chair of the Merit Selection Panel

The Chair is required to have completed recruitment and merit selection training. The Chair is responsible for the coordination of the Merit Selection Panel including ensuring the principles of merit and equal employment opportunity are observed in all aspects of the selection process, sighting qualifications and Working with Children Checks, obtaining referee reports and the preparation of the Merit Selection Panel Report at the conclusion of the process.

It is the responsibility of the Chair to ensure the preferred applicant for academic positions hold a qualification that is a level higher than the courses they will be teaching.

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The role of the Chair is outlined further in Role of the Chair section of this Procedure.

## Merit Selection Panel

The Merit Selection Panel is responsible for adhering to the process as per the [Recruitment and Merit Selection Policy](#) and [Recruitment and Merit Selection Procedure](#) and ensuring the principles of merit and equal employment opportunity are observed in all aspects of the recruitment and selection process. Merit Selection Panel members are also strongly encouraged to have completed recruitment and merit selection training.

Panel members must maintain confidentiality of applicants at all times and disclosure of information must only be made to those directly involved in the recruitment and merit selection process in accordance with the University's [Information Privacy Policy](#). This includes maintaining confidentiality about the outcomes of the selection process until the Merit Selection Panel's recommendations have been approved by the Delegated Officer and an offer of employment has been accepted. The role of the Merit Selection Panel is detailed further in Role and Responsibilities of the Merit Selection Panel section of this Procedure.

## Policy Base

- [Recruitment and Merit Selection Policy](#).

## Supporting Documents

- ASQA Principle 1
- Aboriginal and Torres Strait Islander Employment [Policy](#) and [Procedure](#).
- [Child Safe Policy](#) and Procedure
- Child Safe Staff Code of Conduct
- [Conflict of Interest Policy](#).
- [Conflict of Interest Procedure Delegations - Contract, Financial, Staffing and Tender Policy](#).
- [Equal Opportunity and Valuing Diversity Policy](#).
- .
- Higher Education Standards Framework
- HESG Funding Agreement 2014-2016
- Information Privacy Policy.
- National Vocational Education and Training Regulator Act 2011
- TEQA Part A, Section 3.2
- [Staff Code of Conduct Policy](#)
- [University Collective Agreement](#), Academic and General Staff Employees.
- [Victorian TAFE Teaching Staff Multi-Business Agreement \(MBA\) 2009](#).
- Working with Children Check Policy and Procedure

### *Related Items*

- [Applicant Information via Careers@University website](#).
- [Checklist of Responsibilities for Selection Panel Members](#) (DOCX 76.7kb)
- Staff Exchange Form
- [Recruitment and Merit Selection: Referee Check Documentation](#) (DOCX 81.1kb)
- [Recruitment and Merit Selection: Selection Panel Report](#) (DOCX 103.6kb)

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- [Recruitment and Selection: Minority Report](#) (DOCX 71.1kb)
- [Relocation Agreement/Reimbursement of Relocation Expenses](#) (DOCX 92.1kb)
- [Request for Employer Sponsorship \(Visa\)](#) (DOCX 87.2kb)
- [Shortlisted Applicant Summary Sheet](#) (DOCX 82.5kb)
- [Shortlisting Grid](#) (DOCX 204.2kb)

## Forms.

- [Checklist of Responsibilities for Selection Panel Members](#) (DOCX 76.7kb)
- [Recruitment and Merit Selection: Referee Check Documentation](#) (DOCX 81.1kb)
- [Recruitment and Merit Selection: Selection Panel Report](#) (DOCX 103.6kb)
- [Recruitment and Selection: Minority Report](#) (DOCX 71.1kb)
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## Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Recruitment Request Form and Approval	Human Resources	Director, Human Resources	7 years after contract has expired
Temporary Appointment or Secondment Request Form	Human Resources	Director, Human Resources	7 years after contract has expired
Additional Recruitment/Contract Renewal Information	Human Resources	Director, Human Resources	7 years after contract has expired
Confidential Memo: Shortlisted Applicants Summary	Human Resources	Director, Human Resources	1 year after employee commencement
Shortlisting Grid	Human Resources	Director, Human Resources	1 year after employee commencement
Merit Selection Panel Report	Human Resources	Director, Human Resources	7 years after contract has expired
Referee Check	Human Resources	Director, Human Resources	7 years after contract has expired
Recruitment & Merit Selection Minority Report	Human Resources	Director, Human Resources	7 years after contract has expired
Reimbursement of Re-location Expenses	Human Resources	Director, Human Resources	7 years after contract has expired

## Implementation

The [Recruitment and Merit Selection Procedure](#) will be implemented throughout the University via:

1. an Announcement Notice under 'FedNews' on the 'FedUni' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure; and

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2. inclusion on the University's online Policy Library.
3. information sessions advertised via FedNews and provided by Human Resources to Deans/Directors, Heads of Schools, Directors and Managers.

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