

## Recruitment, Selection and Appointment Policy

### 1. PURPOSE

The purpose of this policy and its supporting procedures is to regulate how, within its governance framework, the University manages:

- a) the recruitment, selection and appointment of staff;
- b) the engagement of individuals or entities as contractors or consultants;
- c) the appointment of individuals as adjunct or visiting academics; and
- d) the registration of University Associates.

### 2. POLICY STATEMENT

- 2.1. The University aims to achieve high standards of performance and to utilise its resources in a financially responsible and sustainable manner. This will be achieved by recruiting, appointing and retaining staff whose skills and attributes best fit the University's vision, mission and strategic objectives.
- 2.2. All staff involved in employment practices within the University will abide by the University's Values and Signature Behaviours; Code of Conduct; and policies on conflict of interest, diversity, equal opportunity and elimination of discrimination.
- 2.3. The recruitment, selection and appointment of a redeployee will be dealt with in accordance with the University's enterprise agreement.

### 3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

- Executive Managers
- Heads of School/Area

### 4. SCOPE OF POLICY

This policy applies to all staff employed by the University and persons associated with the University.

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*Nil*

### 6. SUPPORTING PROCEDURES

[Appointment of Fixed-Term and Continuing Staff Procedures](#)

[Appointment of Casual Academic Staff Procedures](#)

[Criminal Record Screening Procedures](#)

[Working with Children Check Procedures](#)

### 7. RELATED DOCUMENTS/LINKS

[Values and Signature Behaviours](#)

[Code of Conduct](#)

[Academic, Professional and General Staff Enterprise Agreement 2012-2016](#)

[Diversity in the Workplace Procedures](#)

<b>Policy Compliance Officer</b>	<a href="#">Jenny Taylor</a> , Deputy Director, People Capability   People and Culture
<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Planning and Management Committee
<b>Review Date</b>	1 <sup>st</sup> April 2020

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	27/03/2012	Planning and Management Committee	PMC 32/12	Attachment 1 to Document No 00307/12
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact and Links
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	24/11/2015	Planning and Management Committee	PMC 98/15	Attachment H to Item 10 – formally reviewed no changes required
	Administratively Updated	09/05/2016	Director, Legal and Compliance Services		Policy Contact Title Change
	Amended	28/06/2016	Planning and Management Committee	PMC 50/16	Attachment A to Item 9
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)