

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 2017-2021](#)

[Diversity in the Workplace Procedures](#)

Policy Compliance Officer	Jenny Taylor , Deputy Director, People Capability People and Culture
Policy Manager	Chief Operating Officer
Approval Authority	Planning and Management Committee
Review Date	1 st 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Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes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)