

Vacancy Advertising Policy

Category:	Human Resources
Last Modified:	February 2012
Review Date:	May 2014
Approved By:	Director, Human Resources
Contact Person:	Human Resources Advisors

Introduction:

The University of Canterbury, under its Equal Employment Opportunities Policy, and in accordance with the State Sector Act (1998), is committed to ensuring all vacancy advertising is completed cost-effectively and efficiently in a fair, consistent and transparent manner.

Policy Statement:

This policy acknowledges the importance of ensuring the integrity of all vacancy advertising, including advertising all roles in a manner that encourages suitably qualified candidates to apply. (Appointments will only be made to a position without advertising in exceptional circumstances, and in consultation with your Senior/HR Advisor).

This will be achieved by ensuring that across the University:

1. All vacancy advertisements are approved by the relevant Human Resources Unit, which will coordinate all vacancy advertisement campaigns;
2. Vacancies are advertised (at a minimum) on the University's [vacancy website](#); including the full advertisement, Position Description and application details;
3. Vacancies specific to the tertiary education sector must also be advertised on the free ATEM website; <http://www.atem.edu.au>;
4. Human Resources will advise the Manager/Head on other appropriate print and electronic advertising to ensure the integrity of vacancy advertising.

This policy recognises the importance of maintaining consistency in vacancy advertising, including supporting the University of Canterbury branding. This will be achieved by ensuring:

1. All vacancy advertisements include the approved EEO Employers Group logo and the University's Equity and Diversity statement;
2. All vacancy advertisements comply with the University's [Advertising and Brand Policy](#);
3. All vacancy advertisements are consistent with the Guideline: Vacancy Advertising and Copywriting.

This policy recognises the importance of ensuring all vacancy advertising is cost effective and efficient. This will be achieved by ensuring:

1. All vacancy advertisements are consistent with the Guideline: Vacancy Advertising and Copywriting;
2. Each unit/department is responsible for the cost of their vacancy advertising;
3. Composite adverts are used where possible and any additional associated costs e.g. logo; application details will be split across those departments advertising at the time.

Related Policies, Procedures and Forms:

- [HR Toolkit](#)
- [Guideline: Advertising and Copywriting](#)
- [Advertising and Brand Policy](#)
- [Recruitment and Selection Policy](#)
- [Equal Employment Opportunity \(EEO\) Policy](#)
- [Employee Personal Data Form](#)
- [Changes to Personal Data Form](#)
- [Vacancy website](#)

Version Control Table		
Action	Approval Body	Date Amended
New Policy	Director, Human Resources	December 2008
Review	Director, Human Resources	19 October 2009
Review (minor amendment)	Director, Human Resources	20 October 2010
Review	Director, Human Resources	22 February 2012

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