

## Recruitment and Selection of Staff Policy

<b>Last Modified</b>	July 2020
<b>Review Date</b>	May 2021
<b>Approval Authority</b>	Executive Director, People, Culture and Campus
<b>Contact Officer</b>	Recruitment Team Leader, People and Culture – People, Culture and Campus

### Introduction

This policy outlines how the University approaches the recruitment and selection of staff members.

### Definitions

**Direct supervisory relationship** – an employment relationship where one person who is related to another has direct influence over the other's employment through decisions, recommendations or judgements related to such matters as appointment, assessment of work performance, salary, career growth and/or discipline.

**Relatives and close family members** – (in the context of this policy) are defined as:

- spouses, including common law spouses and same sex partners;
- children, i.e., sons and daughters, including stepsons and stepdaughters;
- parents;
- siblings, i.e., brothers and sisters including stepbrothers and stepsisters;
- grandparents; and
- in-laws.

**Staff/staff member** – person/s engaged for paid employment with the University by way of an employment agreement.

## Policy Statement

The purpose of this policy is to provide the University with the flexibility to attract and appoint high-calibre staff who will enhance its ability to achieve strategic and organisational objectives, while adhering to the principles of merit, fairness and diversity.

The principles underpinning the recruitment and selection process at the University are those of fairness, transparency, credibility, equal employment opportunity and merit-based selection. The process is two-way; not only are the selection panel members assessing the best person for the job but candidates are also deciding whether the University is an organisation for which they wish to work.

To achieve this, the University will

- maintain the principle of a merit-based recruitment and selection process in order to appoint the candidate best suited to a position;
- provide equal opportunities for all candidates through incorporating principles of equity, diversity and social justice;
- encourage members of minority groups to consider employment with the University;
- identify barriers to the inclusion and advancement of minority groups and take steps to address those barriers;
- represent in its staffing profile, the community it serves;
- take steps to increase diversity in its staffing profile;
- ensure that selection procedures are efficient and effective,
- ensure that the selection panel and hiring managers are appropriately trained and advised to avoid unlawful discrimination and to address any areas of unconscious bias; and
- maintain applicant confidentiality and privacy.

All stages of the recruitment and selection process must conform to the provisions of the encompassing legislation:

- [Human Rights Act 1993 \(New Zealand Legislation website\)](#)
- [Immigration Act 2009 \(New Zealand Legislation website\)](#)
- [Privacy Act 1993 \(New Zealand Legislation website\)](#)
- [State Sector Act 1988 \(New Zealand Legislation website\)](#)

In the public sector there are particular requirements relating to recruitment and appointments. These are set out in the [State Sector Act 1988 \(New Zealand Legislation website\)](#) and require that appointments in the public sector are made on the basis of impartial selection of suitably qualified people. Advertising a vacancy or job opportunity ensures a variety of people are aware of the vacancy and are able to apply.

The University's obligation to select and appoint staff based on merit is balanced with the need to manage potential conflicts of interest where relatives and close family members

work together. The University has a responsibility to carefully manage and, where possible, avoid potential conflicts of interest, such as a direct supervisory relationship (for example, appointing a person into a position where they will directly supervise or be supervised by a relative). New and existing staff members have a responsibility to declare potential conflicts of interest. Further guidance can be found in the [Staff Code of Conduct \(PDF, 406KB\)](#) and in the [Conflict of Interest Policy, Principles and Guidelines \(PDF, 605KB\)](#).

Personal information gathered from and/or about a successful candidate for employment or appointment at the University, will be retained on their personnel file for the purpose of considering and evaluating against any other application they may make for employment or appointment by the University in the future (in any role other than that for which they originally applied to the University). In addition, information may be sought from the candidate's current or former manager.

People and Culture are available to provide advice on all aspects of recruitment, selection and employment. Their role is to provide guidance on this policy and the implementation of the associated procedures (found in the [HR Toolkit \(Human Resources intranet\)](#)).

## Employment Checks

Employment checks will be conducted at the appropriate stage of the selection and appointment process, dependent upon the role applied for. All costs associated with this will be borne by the department at the University that will be hiring the staff member.

An offer of employment will be subject to the candidate receiving suitable clearance in respect of any employment check that has been undertaken. The University will, however, make the final decision as to whether the appropriate standard has been met.

Further details about the University's Recruitment and Selection processes and procedures can be found in the Human Resources Toolkit, accessed via the [HR Toolkit – Recruit & Select \(Human Resources intranet\)](#).

## Related Documents and Information

### Legislation

- [Human Rights Act 1993 \(New Zealand Legislation website\)](#)
- [Immigration Act 2009 \(New Zealand Legislation website\)](#)
- [Privacy Act 1993 \(New Zealand Legislation website\)](#)
- [State Sector Act 1988 \(New Zealand Legislation website\)](#)

### UC Policy Library

- [Conflict of Interest Policy, Principles and Guidelines \(PDF, 605KB\)](#)

- [Equal Employment Opportunity Policy \(PDF, 203KB\)](#)
- [Equity and Diversity Policy \(PDF, 226KB\)](#)
- [Privacy Policy \(PDF, 761KB\)](#)
- [Staff Code of Conduct \(PDF, 406KB\)](#)
- [Staff Relocation Policy \(PDF, 295KB\)](#)

### UC Website and Intranet

- [HR Toolkit – Guideline: Verification and Validation \(PDF\) \(Human Resources Toolkit\) \(Staff only\)](#)
- [HR Toolkit – Recruit & Select \(Human Resources intranet\) \(Staff only\)](#)

If you have any further questions around this policy, please contact your [Human Resources Advisor](#).

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Major review of document and conversion to new template.	Director of Human Resources	Aug 2013
1.01	Contact Officer details updated.	Policy Unit	May 2015
2.00	Scheduled review by Contact Officer.	Director of Human Resources	May 2015
2.01	Unscheduled review, AA title updated, reference section amended	Policy Unit	May 2017
2.02	Change of CO to HR, Manager – Operations and Legal – Human Resources	Policy Unit	Dec 2017
3.00	Scheduled review by Contact Officer, minor changes to content, name changed from <i>Recruitment and Selection Policy</i>	Policy Unit	May 2018
3.01	Change of CO from <i>HR Manager, Operations and Legal</i>	Policy Unit	June 2018
4.00	Scheduled review by Contact Officer, minor changes to substantive content.	Policy Unit	July 2020

**This policy remains in force until it is updated.**