



# Recruitment, Appointment, and Induction Policy

## Document

<b>Document Name</b>	Recruitment, Appointment, and Induction Policy
<b>Brief Description</b>	The Recruitment, Appointment and Induction Policy sets out the approach of Sydney Institute of Business and Technology (SIBT) relating to the management of recruiting, appointing and inducting new staff members.
<b>Responsibility</b>	College Director and Principal
<b>Delegated Approver</b>	Senior Management Team
<b>Initial Issue Date</b>	10 February 2017
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## Version Control

<b>Date Approved</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Approver</b>
10/02/2017	1	New Policy	Senior Management Team
14/03/2024	2	New template. Director of Student and Academic Services added to the list of staff excluded from the provisions of this policy. Definitions reviewed and amended. Purpose strengthened. Sections: 6b), 9a), 11b)v, 13, and 16 added.	Senior Management Team

## Related Documents

Name	Location
Child Protection Policy	<a href="#">SIBT Website</a>
Equivalence of Professional Experience to Academic Qualifications Policy	<a href="#">SIBT Website</a>
Navitas Recruitment and Selection (Australia)	<a href="#">SIBT Website</a>
Professional Development Policy	<a href="#">SIBT Website</a>
Records Management Policy	<a href="#">SIBT Website</a>
Staff Code of Conduct	<a href="#">SIBT Website</a>
Staff Scholarship Policy	<a href="#">SIBT Website</a>
Navitas Position Description template	<a href="#">Policy Hub</a>
Freedom of Information Act 1992	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Support Act 2003	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Standards Framework (Threshold Standards) 2021	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Education Services for Overseas Students Act 2000	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
National Code of Practice for Providers of Education and Training to Overseas Students 2018	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Provider Guidelines 2023	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Education Services for Overseas Students (Foundation Program Standards) Instrument 2021	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>



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## 1. Purpose

- a) The purpose of the Recruitment, Appointment and Induction Policy is to outline practices and conditions relating to attracting, selecting, and retaining quality staff that is initiated through an induction process designed to help them flourish and develop in their new role.

## 2. Definitions

Term	Meaning
HEW level	all current and future staff members of SIBT categorised by Higher Education Worker (HEW) Levels 1 to 10.
Working with Children Check (WWCC)	Means an authorisation that is in force under this Act to engage in child-related work. (definition in the Child Protection (Working with Children) Act 2012)

## 3. Application

- a) The Recruitment, Appointment and Induction Policy applies to all SIBT staff with the exception of senior staff:
  - i. College Director and Principal;
  - ii. Academic Director;
  - iii. Director of Student and Academic Services; and
  - iv. Director of Marketing and Admissions.
- b) Senior staff appointments must be approved by the CEO, Navitas University Partnerships Australasia.

## 4. Policy Statement

- a) SIBT is committed to attracting, selecting, and retaining good quality staff and ensuring an environment that enables new staff to succeed and develop in their new role.

## 5. Approval of Position

- a) Managers are responsible for the recruitment of all positions within their teams.
- b) Before recruitment processes may be enacted, the Manager must ensure that the position exists within the staffing profile of the team and SIBT. If not, a written recommendation explaining the rationale for its establishment must be forwarded to the College Director and Principal for approval.
- c) Casual teaching staff are considered to be within the staffing profile of SIBT and can be recruited on a need basis by the Academic Director.

## 6. Position Descriptions

- a) All Position Descriptions must be prepared in accordance with the Navitas Position Description template and, where relevant, the Navitas Optimal College Model standards.
- b) All teaching Position Descriptions must specify the currency, discipline, and level of qualification the applicant must hold.
- c) If it is an existing position, the Manager must review the Position Description, in conjunction with future plans for the team and SIBT and ensure that the Position Description continues to accurately reflect the duties required.
- d) All new and significantly altered Position Descriptions must be approved by the College Director and Principal.

## 7. Advertising

### 7.1. Ongoing Staff

- a) All vacant ongoing positions at SIBT are required to be advertised, at a minimum, on the Navitas Careers Website and internally within SIBT.
- b) If a broader pool of candidates is required, positions are generally advertised online – SEEK, UniJobs, LinkedIn – and if relevant, through English Australia and IEAA, as per the Navitas Recruitment and Selection (Australia).

### 7.2. Casual Staff

- a) Casual teaching staff are identified in the following ways:
  - i. Recommendations from the partner university (Western Sydney University);
  - ii. Referral by existing staff members;
  - iii. External online or newspaper advertisements; and
  - iv. Unsolicited applications.
- b) Other casual staff may be identified through any of the ongoing or casual methods, as appropriate to the nature of the position.
- c) All casual academic staff who will be delivering the partner university (Western Sydney University) awards, will be required to meet the specific requirements of Western Sydney University.

## 8. Applications

- a) All applications for positions at SIBT should be in writing and address the Selection Criteria for the position.
- b) Applicants should provide curriculum vitae which includes three referees that can be contacted for a referee report.
- c) In the case of casual teaching staff, the submission of curriculum vitae may be considered sufficient to elicit an interview, though additional questions may be asked to form a full picture. Casual teaching staff may be asked to supply student evaluations or peer reviews for consideration during the interview.
- d) The relevant Manager is responsible for determining the closing date for applications based on the advertisement process. Late applications are not usually received; however, the Hiring Manager has the authority to make exceptions.

## 9. Selection Panel

- a) The Hiring Manager acts as Chair on all Selection Panels.
- b) The Manager is responsible for the establishment of a selection panel of appropriately qualified staff (taking into account gender balance). As a general guide, the selection panel members should be at least one HEW level/academic staff level higher than the position being recruited.
- c) The role of the selection panel is to shortlist the applications, interview the shortlisted applicants, document the applicant responses, document comments and opinions of the selection panel, and make a recommendation to the College Director and Principal (or nominee) relating to the appointment of the most suitable applicant.
- d) Each member of the selection panel is required to maintain confidentiality regarding the process and declare any conflict of interest if one of the applicants is known to them. The Selection Panel Chair (in conjunction with the Manager) will be responsible for a decision of whether the selection panel member should excuse themselves on the basis of the conflict declared.

## 10. Interview

- a) The Selection Panel Chair will be responsible for developing timelines for the interview process and establishing interview dates. The Chair will also create an Interview Matrix that contains a range of questions framed around the selection criteria. Questions posed by the selection panel must not be discriminatory, for example, in relation to marital status, religion, ethnic origin or parental responsibilities.
- b) Selection of a candidate will be based on merit, i.e. the applicant's abilities, skills, aptitude, skills, qualifications, knowledge, experience, and personal qualities as measured against the selection criteria.

## 11. Post-Interview Verification Process

- a) The preferred applicant identified through the interview process will be subject to post-interview verifications. On rare occasions, two applicants may be difficult to separate and the post-interview verifications (in particular referee reports) will be utilised to come to a final decision.
- b) Post-interview verifications include:
  - i. Originals of qualifications;
  - ii. Photographic identification (e.g. driver's licence or passport) to verify identity;
  - iii. A birth certificate, passport, or citizenship certificate to verify eligibility to work in Australia;
  - iv. National Police Check;
  - v. Working with Children Check (for roles with student contact);
  - vi. Referee Reports (verbal or written, usually 3 will be requested).
- c) Where post-interview verifications are conducted remotely, it is acceptable for the preferred applicant to supply certified copies of documents via mail.
- d) Qualifications of staff from overseas institutions may be checked via the Australia's [National Information Centre \(NIC\)](#) in the Department of Education, Skills and Employment.

- e) Referees shall be informed that the Freedom of Information Act 1992 may require SIBT to disclose their comments to the applicant.

## 12. Letter of Offer and Acceptance

- a) The recommendation of appointment will be presented to the College Director & Principal (or nominee) for approval. The required Navitas forms will be completed, relevant Navitas approvals obtained, and HR will then prepare a Letter of Offer based on SIBT's standard conditions.
- b) After the approval of the recommendation, but prior to the Letter of Offer, it is acceptable for the Selection Panel Chair to contact the successful candidate to advise them of the intended offer.
- c) If the relevant staff member will be an academic staff member delivering the partner university awards (casual or ongoing), approval will also need to be sought from the relevant authority at Western Sydney University.
- d) If the successful candidate seeks conditions and/or salary which varies from that which is standard and has been advertised, approval can only be granted by the College Director and Principal.
- e) The Letter of Offer will be signed by the Department Head and forwarded to the successful candidate. The successful candidate is required to sign and return the Letter of Offer.

## 13. New Staff Induction

- a) The Manager is responsible for new staff induction which include:
  - i. Welcoming new staff and familiarising them with SIBT's culture, ethos, community and organisational structure;
  - ii. Providing a tour of the office and campus including lunchroom, toilets, fire exits, library;
  - iii. Introducing SIBT staff including College Director and Principal;
  - iv. Providing access to must read policies including Recruitment, Appointment, and Induction Policy, Professional Development Policy, Staff Code of Conduct, Critical Incidents Policy, IT Acceptable Use Policy, Sexual Assault and Harassment Prevention and Response Policies, Workplace Health and Safety Policy, and Global Privacy Notice and Marketing Privacy Notice;
  - v. Providing a navigation of network and systems following computer login access and password setup;
  - vi. Coordinating access to digital resources including SIBT intranet, email, Policy Library, SharePoint, Smartsheet, Navigate and Learning Management System (Moodle) as required;
  - vii. Providing information and training to enable new staff to perform the responsibilities of their new role;
  - viii. Ensuring mandatory training is completed e.g. cyber security awareness and Privacy and Data Breach modules;
  - ix. Encouraging commitment to SIBT's Mission, Vision and Values; and
  - x. Ensuring that the staff member understands the legal and regulatory environment in which they work.
- b) Program Convenors, in addition to 12 a) are responsible for ensuring:

- i. New teaching staff are mentored in their first trimester of teaching at SIBT by experienced teachers within their program;
- ii. Training on the Learning Management System;
- iii. Access to Professional Development schedule and understanding of SIBT expectations;
- iv. Access to Scholarly Activity register and understanding of SIBT and regulatory requirements.

#### 14. Advice to Unsuccessful Candidates

- a) All candidates that were shortlisted for interview must be advised in writing that their application was unsuccessful.
- b) If feedback is sought, this can be provided verbally by the Selection Panel Chair.
- c) It is not appropriate to provide feedback in relation to comments made by particular panel members or discuss the applications of any other candidates.

#### 15. Records Management

- a) In accordance with the SIBT Records Management Policy, records relating to unsuccessful candidates, or successful candidates that did not commence, will be retained by SIBT for one year. Records older than one year will be disposed of securely.
- b) All recruitment and selection records for successful candidates will be retained on the personnel file, including:
  - i. Application, including curriculum vitae;
  - ii. Interview Matrix as populated by all selection panel members;
  - iii. Qualifications;
  - iv. Photographic identification;
  - v. Evidence of eligibility to work in Australia;
  - vi. National Police Check;
  - vii. Working with Children Check (if applicable);
  - viii. Pre-employment Check certificate/letter;
  - ix. Written notes of verbal comments made by referees;
  - x. Signed Letter of Offer.

#### 16. Review

- a) The Recruitment, Appointment and Induction Policy is reviewed every three (3) years and at the time of any changes to regulatory compliance requirements, legislation, regulation, and guidelines.