



Guidelines for the Administration of Internal Applicants

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1. PURPOSE

There are many situations where current staff members at Unitec apply for other positions within the organization. Each such application should be treated on a case-by-case basis. Given the number of different types of situations, it is not possible to devise a generic process. For example, an allied staff member employed as a casual or temporary staff may apply for a permanent position in a Department/Unit different from that in which they are employed. This application would be processed differently from that of a long-standing permanent staff member applying for another position in the same Department/Unit.

The purpose of these guidelines is to assist those involved in the recruitment of staff at Unitec in dealing with applications from existing Unitec staff members ("internal applicants").

These Guidelines should be read together with Unitec's [Recruitment, Selection & Appointments Policy](#).

2. GUIDELINES

2.1. Applications

All internal applicants must submit a formal application including a covering letter and **current** CV via Unitec's electronic recruitment system SnapHire. This will assist the Senior Human Resources Business Partner and Recruiting Manager in assessing the applicant's suitability in meeting the requirements as outlined in the position description in respect of which the recruitment is taking place.

2.2. Interviews

- 1) If the internal applicant is from another Department/Unit and the documentation provided by that applicant does not indicate that the requirements of the position are met, then the applicant will not normally be interviewed.
- 2) An internal applicant who is a member of the Department/Unit for which the position is being recruited, whose application does not apparently meet the requirements of the position, may be interviewed if in the circumstances it is considered important that the staff member be given the opportunity to be heard in relation to their application. In such case an initial first interview with the Senior Human Resources Business Partner and Recruiting Manager would be appropriate.
- 3) If the Senior Human Resources Business Partner and the Recruiting Manager consider that internal applicant meets the requirements of the position, it may be appropriate to interview the internal candidate at the second interview stage only, rather than at the first stage.

2.3. Assessments / Presentations

Candidates applying for more senior positions, such as Head of Department, are normally required to give a presentation and/or to be otherwise assessed. However, given that the purpose of presentations is primarily to introduce candidates to the

staff, it may not be necessary for an internal candidate to undergo this component of the recruitment process.

2.4. Reference Checks

A reference check of an internal candidate will normally be needed where the interviewing panel has no institutional knowledge of the candidate.

Situations where reference checks may be needed include:

- 1) The candidate is a temp/casual employee applying for a permanent position in another school and there is no recent previous reference check on their personal file.
- 2) The candidate is a long-term member of one Department/Unit but is applying for a job in another Department/Unit.
- 3) The candidate is from within the Department/Unit but is seeking a higher-level position and the Recruiting Manager has no institutional knowledge of the candidate.

In each of the above situations, a reference check should be undertaken with the candidate's current manager.

Situations where reference checks may not be needed include:

- 1) The candidate is already managed by the Recruiting Manager.
- 2) The candidate has been managed by the Recruiting Manager in the past.
- 3) Where the candidate would normally nominate a member of the Recruiting Panel as their referee if they were applying for a position outside the institution.

REFERENCE DOCUMENTS

- [1] [Recruitment, Selection & Appointments Policy](#)

DOCUMENT DETAILS

Version:	1.2
Document Owner:	Senior Human Resource Business Partners
Document Sponsor	Director, Human Resources
Approved By:	Director, Human Resources
Date Approved:	21 June 2011
Date of Issue:	27 June 2011
Date of Next Review:	June 2013

AMENDMENT HISTORY

Version	Issue Date	Created/Changed by	Reason for Revision
1	11/2006	Manager, Human Resources	Written to support updated Recruitment, Selection & Appointment Policy
1.1	02/2009	Manager, Information & Policy	Minor changes to reflect position title changes due to org restructure
1.2	27/06/2011	Director, Human Resources	Position Title updates and minor changes to reflect HR business system changes