

Kaupapa here | Interim Recruitment Policy

Mō wai me te whānuitanga | Audience and scope

This is a policy of MIT | Unitec (**Provider**). This policy applies to all employees of the Provider, including permanent or fixed term employees (collectively referred to as **kaimahi** in this policy document).

Mokamoka whakaaetanga | Approval details

Version number	1	Issue date	1 January 2026
Approval authority	Council	Date of approval	8 December 2025
Policy Sponsor (has authority to make minor amendments)	People and Culture Director	Policy Owner	People and Culture Director
Contact person	People and Culture Director	Date of next review	2026

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 January 2026	People and Culture	This is a lift and shift policy from Te Pūkenga. It has been rebranded for MIT Unitec with some minor amendments.

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Kaupapa-here | Interim Recruitment Policy

1. Pūtake | Purpose

- 1.1. The purpose of this policy is to set out the principles that guide us in the Provider's recruitment, selection, and appointment of kaimahi. We aim to reflect throughout this policy our commitment to our organisational Values and Strategy and to ensure that the Provider meets all legislative requirements.
- 1.2. The Provider will apply the principles of this policy to attract, and appoint talented, high performing candidates with demonstrated excellence to enable successful implementation of our strategy and outcomes focus.

2. Ngā Mātāpono | Principles

- 2.1. The Provider is committed to being a good employer which includes the fair and proper treatment of all kaimahi and Candidates through the impartial selection of suitably qualified people for appointment¹. Being a good employer also includes operating an employment policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment including:
 - a) good and safe working conditions
 - b) an equal employment opportunities programme; and
 - c) the impartial selection of suitably qualified persons for appointment; and
 - d) recognition of:
 - the aims and aspirations of Māori; and
 - the employment requirements of Māori; and
 - the need for greater involvement of Māori in the education service; and
 - e) opportunities for the enhancement of the abilities of individual employees; and
 - f) recognition of the aims and aspirations and employment requirements, and the cultural differences, of ethnic or minority groups; and
 - g) recognition of the employment requirements of women; and
 - h) recognition of the employment requirements of persons with disabilities.²
- 2.2. The Provider will deliver processes that support proactive, high engagement, values-based recruitment, selection and appointments. The Provider aspires for all Candidates to have a positive experience that enhances the reputation of the Provider as an employer of choice.

¹ With reference to the requirements of the Education and Training Act 2020 (sections 602 to 604).

² Crown Entities Act 2004 section 118: Crown entity to be good employer, and section 597 of the Education and Training Act 2020.

- 2.3. The Provider will provide Equal Employment Opportunities in accordance with the requirements of the Education and Training Act 2020 and our Diversity, Equity and Inclusion Policy giving preference to the person who is best suited to a position alongside consideration to our priority groups, Māori, Pacific and Disabled.
- 2.4. To ensure diversity is reflected at all levels of the workforce the Provider will recognise and uphold equity and be free from unlawful discrimination and will pursue equity with reference to the guidelines issued by the Human Rights Commission on measures to ensure equality.
- 2.5. The recruitment of kaimahi is guided by our legislative responsibilities under the Education and Training Act 2020.
- 2.6. The Provider will provide candidates with a safe, engaging process reflecting their individual needs. This includes (but is not limited to) respecting and reflecting cultural practices, ensuring accessibility, supporting people and communication techniques.
- 2.7. In demonstrating commitment to equity, the Provider will collect, report, and monitor data, acknowledging that it is still developing its understanding and expertise in data sovereignty.
- 2.8. The Provider will apply recruitment procedures consistently for all candidates.
- 2.9. The Provider will ensure that recruitment decisions are made using a fair and transparent selection process and records are retained in accordance with procedures.
- 2.10. The Provider will undertake continuous quality improvement processes to mitigate risk of implicit bias and privilege, this includes but is not limited to, gender, sexuality, disability, ethnicity, language, worldview, and cultural norms.
- 2.11. The Provider will ensure information will be kept confidential throughout the recruitment process and will only be used for the purpose for which it was intended. All records will be held in accordance with the Privacy Act 2020.

3. Ngā Haepapa | Responsibilities

Role	Responsibilities
All Kaimahi	Ensure the recruitment process is followed and all information provided is true and correct
Manager	<ul style="list-style-type: none"> Responsible for the recruitment and selection of applicants Review the need for the position – justification and consideration of alternative options including job profile, position description and job sizing Obtain approval to recruit as per the delegated authority before commencing any recruitment, selection or appointment process Submit the request for approval, ensuring it contains all required information to enable an approval decision to be made
People and Culture	Provide sound advice and support throughout the recruitment process and assist hiring managers and kaimahi (potential and current) through recruitment, selection and appointment processes.
Approvers	Review and approve all vacancies to be recruited for prior to advertising.

4. Ngā Tikanga | Definitions

Term	Means
Approvers	Personnel who have been granted authority to review and approve recruitment for a particular vacancy.
Candidate	A person who is applying for employment including Kaimahi already employed.
Equal Employment Opportunity (EEO)	The elimination of barriers to ensure that all are considered for the employment of their choice in an equitable manner and can develop and perform to their full potential through an <i>equal employment opportunities programme</i> that is aimed at the identification and elimination of all aspects of policies, procedures, and other institutional barriers that cause or perpetuate, or tend to cause or perpetuate, inequality with respect to the employment of any persons or group of persons; for example (but not limited to) inequality of opportunity arising out of gender, ability, sexuality, beliefs, values, principles, worldview, or ethnicity.
Employee or employee	A person employed to do any work for hire or reward under a contract of service (commonly called an employment agreement).

5. Ngā Hononga ki Tuhinga kē | Links to Other Documents

Related Policies

Interim Delegations Policy

Interim Privacy Policy

Interim Remuneration Policy MIT and Unitec

Interim Conflicts of Interest and Outside Work Policy

Interim Diversity, Equity & Inclusion Policy

Processes, Procedures

Interim Conflict of Interest and Outside Work procedure

Interim Privacy procedure

Relevant Legislation

Children's Act 2014

Criminal Records (Clean Slate) Act 2004

Employment Relations Act 2000

Human Rights Act 1993

Official Information Act 1982

Privacy Act 2020

Public Service Act 2020

Immigration Act 2009

Crown Entities Act 2004

Education and Training Act 2020