



Recruitment, Selection and Appointment Policy

1. Purpose

- 1.1 The purpose of this policy is to provide guiding principles for employing staff members at Unitec to ensure the best possible recruitment outcomes.
- 1.2 This policy aligns Unitec's recruitment process with current New Zealand employment legislation, the obligations of the State Sector Act 1988, Unitec's partnership document Te Noho Kotahitanga and our desire to be a highly attractive employer of choice.

2. Scope

- 2.1 This policy applies to the recruitment and selection of staff to Unitec on a permanent or fixed-term basis.
- 2.2 It is the responsibility of all staff members to ensure that this policy is carefully followed within their department. All managers at Unitec should make members of their team aware of the obligation to familiarise themselves with and follow this policy.

3. Policy statement(s)

- 3.1 Unitec aspires to attract exceptional talent using merit-based recruitment processes and procedures, underpinned by Unitec's core values and a commitment to the principles of Te Noho Kotahitanga. Of important significance are Rangatiratanga (Authority and Responsibility), Wakaritenga (Legitimacy), Kaitiakitanga (Guardianship), Nohotahi (Co-operation) and Ngākau Mahaki (Respect).

Recruitment and selection processes operate in an a professional and equitable manner, utilising best practice recruitment principles and methodologies.

4. Considerations throughout the recruitment and selection process

The following must be considered when recruiting and selecting staff to Unitec.

4.1 **Candidate Experience**

A candidate's experience of Unitec's recruitment and selection processes will influence their overall perception of the organisation, our reputation and our brand. Those directly involved in the recruitment process should make every effort to ensure the candidate's experience throughout the recruitment and selection process is positive, professional and informative.

4.2 **Whānau Support**

Unitec recognises the diversity of our candidates and that there may be cultural sensitivities that need to be recognised throughout the recruitment process. Advice as to appropriate kawa or protocols relating to the recruitment of Māori or Pasifika candidates may be obtained from the TNK Marae, Pacific Centre or Recruitment team. Candidates are encouraged to bring their whānau or support person(s) to their interview.

4.3 **Equal Employment Opportunities (EEO)**

Unitec is committed to the principles of Te Noho Kotahitanga, and achieving equity outcomes as an Equal Employment Opportunities (EEO) employer. Unitec's aspiration is to reflect New Zealand society in its workforce with a focus on increasing Māori and Pacific staff numbers.

4.4 **Equal opportunities (EEO) monitoring**

Unitec encourages staff to provide information relating to EEO to support accurate statistics on citizenship, disability, ethnicity, gender and sexuality. Such statistics will be used by Unitec to plan and monitor progress towards its equity and diversity goals and to comply with government monitoring and reporting requirements pursuant to section 159YC of the Education Act 1989.

Information collected shall be subject to the Privacy Act, will be securely stored, and only staff who need the information to carry out a function of their position at Unitec will have access to it. Any data published will be aggregated to protect the privacy of individuals.

4.5 **Obligations under State Sector Act 1988**

Hiring Managers and all staff directly involved in hiring, must strive for equity of access to job vacancies to form open competition for positions and enable the highest quality candidates to apply, pursuant to section 77H of the State Sector Act 1988.

Candidates can apply for vacancies through internal and external advertising or as agreed in the recruitment approach.

If, due to circumstances, it is not practicable to advertise each vacancy both internally and externally, approval must be sought from both the Head of Recruitment and respective Executive Leadership Team member. To understand the legislative requirements further please familiarise yourself with the [State Sector Act 1988](#).

4.6 Academic staff qualifications

4.6.1 Discipline-specific qualifications

Wherever practicable, staff appointed into academic positions should possess qualifications in a discipline closely-related to that in which they are employed to teach, and at a level higher than the level at which they are employed to teach.

4.6.2 Teaching qualifications

Academic staff are required to have a teaching qualification or equivalent, or to be working towards achieving a teaching qualification within a defined period.

4.7 Position Description

A Position Description is legally required for each position going through a recruitment and selection process and must be finalised before approval to recruit is sought.

The Position Description describes the requirements for the position and details the qualifications, leadership competencies, skills, knowledge and experience, required to perform the position. It also clearly identifies the outcomes required of the role. This information forms the basis for assessing a candidate's capability to fulfil the requirements of the position through the shortlisting, interview(s) and pre-employment checking process.

4.8 Impartiality

All staff members must ensure impartiality of recruitment and selection processes by applying the following principles:

- maintaining openness, consistent with the Privacy Act and State Sector Act 1988
- using transparent and fair criteria, standards, and processes
- making a comparative assessment of candidates

4.9 Confidentiality

Confidentiality of all information is to be maintained at all times throughout the recruitment and selection process.

Individuals dealing with applications must make themselves aware of the provisions of the Privacy Act.

The CV and application documents of shortlisted candidates are to be provided to all interview panel members by the Recruitment team.

All staff members involved in the recruitment process must return all applicable documentation to the Recruitment team e.g. the Candidate Feedback Form.

4.10 Material confidentiality

The interview panel must ensure that all copies of documents are collected and returned to the relevant Recruitment Business Partner and/or recruitment team member for subsequent confidential disposal. Sensitive documentation relating to candidates/employees must not be held by individuals outside of the People and Safety team.

5 Conflict of Interest

5.1 Recruitment of immediate family members and close friends

Unitec recognises that applications for positions may be received from individuals who have close relationships with existing Unitec staff.

The following principles apply to the recruitment of immediate family and close friends:

- Staff members should not be involved in the recruitment and selection process or decision to appoint immediate family members or close friends.
- Staff members should not have a reporting relationship with an immediate family member or close friend.
- Staff members should not be involved in the performance partnering (ADEP) process, or salary review process for an immediate family member or close friend.

It is therefore appropriate to protect all parties by providing a formal opportunity for such relationships to be disclosed at an early stage in the recruitment process.

- A staff member who identifies a potential conflict of interest, whether actual or perceived, arising from the potential selection, appointment or employment of an immediate family member or close friend must notify the recruitment team at the earliest opportunity.
- In the instance a conflict of interest is identified the recruitment team will determine, in consultation with the relevant HR Business Partner and other applicable parties, the best way to manage the conflict to ensure the best outcome for all involved.

6 Unsuccessful applicants

It is our practice to provide feedback to candidates who have attended a face-to-face interview where possible.

6.1 Internal applicants

As a general guideline, internal applicants should have been employed in their current position for at least 12 months' prior to applying for an alternative position (unless their

current position is casual or fixed-term in nature). This is because there is significant investment in recruitment, induction and training when someone is recruited into a new position.

When applying for an internal vacancy within Unitec, internal applicants are encouraged to inform their reporting manager prior to attending an interview with the Hiring Manager.

As part of the interview process, the recruitment team will request to contact the internal candidate's reporting manager to obtain an endorsement as to their suitability for the position they have applied for and to confirm satisfactory performance in their current role. This will be with the internal candidate's permission.

If an internal applicant is successfully appointed, the Hiring Manager will discuss the notice period with the internal applicant's reporting manager to come to a mutually beneficial start date for both parties.

6.2 **Appointments without competition**

In certain circumstances, it may be appropriate or practical to fill a vacancy without a competitive recruitment and selection process. The rationale for doing so should include an assessment of the potential impact, and approval sought from the Executive Director, People & Safety.

The circumstances in which an appointment may be made without competition are as follows:

1. If there is a suitably qualified employee seeking redeployment, provided this does not involve a promotion.
2. Where Unitec has committed to reinstate an employee on return from a secondment, or career break, provided that this does not involve a promotion.
3. Where there are overriding operational considerations of an exceptional nature.
4. Where a similar vacancy has been advertised so recently (normally within 4 months) that the field of candidates has not changed.
5. Where there has been no substantial change to the principal responsibilities of a position, but it has been re-banded as a result of an job evaluation process.

6.3 **Secondments**

Please refer to the Secondment Guidelines for detailed guidance.

Internal secondment:

Where the duration of the position is anticipated to be of:

- Three to six months – the appointee may be a nominee of the Dean/General Manager/Director. This is provided that the secondee is already working within the department concerned. The rationale for taking the decision to appoint without competition should be included in a Business Case.

- Where the above option is not exercised, or the duration of the position is anticipated to be greater than six months, the secondment should be advertised.

External Secondment:

Where an individual is seconded to Unitec from an external organisation, or seconded to an external organisation from Unitec, this should go through an approval process as per the appropriate financial delegations.

7.0 Recruitment costs

All direct costs of recruitment, including internal and external advertising, promotion and the actual costs of using an external recruitment agency, are to be charged to the relevant department.

8.0 Pre-employment checking

Pre-employment checks are conducted to ensure we hire suitably qualified candidates, and that we provide a safe and secure environment for all individuals at Unitec, including students, employees and visitors. The level of pre-employment checking required for candidates is dependent on the nature of their role.

Unitec will perform safety checks on individuals who are or are likely to be children's workers as per the Child Protection Policy.

Unitec will also conduct drug and alcohol testing on persons who are in safety sensitive roles as per the Health and Safety Policy.

Internal applicants may be required to undertake the required pre-employment checks if they have not been already undertaken in their previous position at Unitec or they are moving into a children's worker or safety sensitive position.

9.0 Eligibility to work in New Zealand

In order to ensure that Unitec complies with its employer obligations candidates are required to provide documentation confirming their eligibility to work in New Zealand, this information will be verified using Immigration New Zealand's online checking system.

This process ensures that we meet our statutory requirements by having seen evidence of all candidates' eligibility to work in New Zealand prior to the successful candidate commencing employment. In the instance a candidate is unable to provide the aforementioned documentation they should contact the Head of Recruitment.

10.0 Queries

Any queries relating to this policy should be escalated to the Head of Recruitment.

Definitions

The following definitions apply to this document:

Applicant	A person who has submitted an application for a position at Unitec.
Advert	Announcement on the website or other forms of media about a job vacancy, where the key position requirements are communicated to attract potential applicants.
Candidate	A person who applies for a vacant position at Unitec.
Internal applicant	A current employee of Unitec who has submitted an application for another position at Unitec.
Interview	A meeting in which an applicant is asked questions to determine if they are suitable for a position. Where there is more than one candidate the interview will determine the best candidate for the position.
Recruitment	The process of attracting, shortlisting, selecting and appointing suitable candidates for vacant positions.
Shortlisting	A list of preferable candidates that have been selected for final consideration for a position.
Position Description	A document which details the purpose of the position and lists the duties that the candidate will perform.
Staff	Refers to an individual employed by an organisation.
Selection	The process of interviewing and evaluating candidates for a specific position and selecting an individual for employment based on certain criteria.
Vacancy	A position within Unitec which has not been filled.

Reference documents

[Privacy Act 1993](#)

[State Sector Act 1988](#)

[Education Act 1989](#)

[Child Protection Policy](#)

[Health and Safety Policy](#)

Approval Details

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