

Recruitment Action Plan 2021

Unitec Priority	Team Priority	Action and Timing
Improve the success of all learners, achieving parity for Māori, Pacific and under 25s by 2022, enhancing international learner success and serving the educational needs of Tāmaki Makaurau	<ul style="list-style-type: none"> Raise Maori & Pacific hires by 2%, as per Unitec strategic objective "Increase Māori and Pasifika in the workforce in Academic, Support and Leadership positions by no less than 2%" 	<ul style="list-style-type: none"> Share candidate diversity report bi-monthly with ELT Email templates translated into Te Reo by 31 March 2021 Share LinkedIn URLs with HRBPs, HMs and other stakeholders Share jobs with DMS, Tumu, kaihatu & team Email groups maia groups and ruranga Unitec FB page for key roles Include all Maori & Pacific candidates from the 'maybe' list into the longlist for manager review Team to undertake Te Reo language workshop Team to create their own mihi
Provide high quality learning, teaching and applied research to develop work-ready lifelong learners	<ul style="list-style-type: none"> Delivery of Recruitment and LinkedIn workshops Assistance in co-facilitating other HR workshops Delivery of Employment Brand project Focus on continuous improvement & proactively seek feedback from the business & candidates via surveys Meet Police Vetting compliance requirements 	<ul style="list-style-type: none"> Workshops delivered as per workshop calendar (People Management Workshops -The Nest (Staff Intranet) (unitec.ac.nz)) Delivery of EB project as per project plan Send surveys to HMs and candidates quarterly. Implement changes from feedback as necessary. All new hires to complete vetting prior to start date & any issues escalated to Team Lead. All internal transfers to have files checked for vetting results. Any missing checks to be completed.
Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning	<ul style="list-style-type: none"> Attendance at student events eg; powhiri, open day & student demonstrations Develop partnerships and closer working relationships with MIT HR teams 	<ul style="list-style-type: none"> Attend a minimum of 2 student events in 2021 Team introductions to MIT HR. Invite MIT HR teams to attend our HR workshops, meetings, teams days etc (as relevant & appropriate)
Build a financially sustainable organisation to invest in the future with an annual operating surplus	<ul style="list-style-type: none"> Use internal recruitment team to place roles & keep Recruitment Agency spend at less than 2% of total hires. Selective about which job boards are used Creation of talent pipelines Use of Unitec Pool Temps for contingent labour rather than using Agency Temps. 	<ul style="list-style-type: none"> Agency placements account for less than 2% of total hires Use source of hire data to inform advertising media decisions Use of passive talent to fill vacancies. Unitec Pool Temps are the first option for contingent labour requirements.