

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"> <i>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%"</i> 	<ol style="list-style-type: none"> <i>Collaborate with MIT to ensure best practice to align with Tāmaki Makaurau (ongoing)</i> <ol style="list-style-type: none"> <i>Monthly meeting with MIT Recruitment team re wins/losses and any processes that impacted recruitment.</i> <i>Shared SEEK account between MIT & Unitec</i> <i>Raise Maori & Pacific hires:</i> <ol style="list-style-type: none"> <i>Audit all candidate communication (Snaphire & signatures) to include Te Reo by end of September 2021</i> <i>Include whānau document for all confirmed interviews when all documents have been audited</i> <i>Team to explore Maori & Pacific job boards to broaden the organisations reach</i> <i>Include Maori and Pacific representative of the organisation to be part of interview panel (where possible)</i> <i>Undertake to interview 100% of Maori and Pacific candidates, should they meet skills and experience criteria</i> <i>Annually complete Unconscious Bias workshop</i> <i>Bi-annually attend Diversity and Inclusivity Rōpū</i> <i>Bi- annually partner with Māori and Pacific Success teams</i> <i>Team to undertake Te Reo language workshop by end of November 2021</i> <i>Team to create their own mihi by end of September 2021</i>
Provide high quality learning, teaching and applied research to develop work-ready lifelong learners	<ul style="list-style-type: none"> <i>Delivery of Recruitment and LinkedIn workshops</i> <i>Assistance in co-facilitating other HR workshops</i> <i>Delivery of quality 360 recruitment for each campaign</i> <i>Meet all pre-employment requirements</i> 	<ol style="list-style-type: none"> <i>Recruitment and HR workshops (ongoing)</i> <ol style="list-style-type: none"> <i>Assistant or deliver 1 workshop by end of December 2021</i> <i>360 Recruitment Delivery (ongoing)</i> <ol style="list-style-type: none"> <i>Partnering with hiring managers to establish school and team needs with each recruitment campaign</i> <i>Use of correct advertising campaign per role requirements</i> <i>Rangatiratanga; lead each interview rōpu to ensure collective goal is achieved</i>

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		<p>3. Pre-employment requirements (ongoing)</p> <ul style="list-style-type: none"> a) Kaitiakitanga; ensure all pre-employment checks are done as per position description. b) Raise any inconsistencies or concerns immediately with Recruitment Lead
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"> • <i>Attendance at student events eg; powhiri, open day & student demonstrations</i> • <i>Develop partnerships and closer working relationships with MIT HR teams</i> 	<ul style="list-style-type: none"> • <i>Attend a minimum of 1 student events in 2021</i> • <i>Team introductions to MIT HR.</i> • <i>Invite MIT HR teams to attend our HR workshops, meetings, teams' days etc (as relevant & appropriate)</i>
Build a financially sustainable organisation to invest in the future with an annual operating surplus	<ul style="list-style-type: none"> • <i>Use internal recruitment team to place roles & keep Recruitment Agency spend at less than 2% of total hires.</i> • <i>Selective about which job boards are used</i> • <i>Creation of talent pipelines</i> • <i>Use of Unitec Pool Temps for contingent labour rather than using Agency Temps.</i> 	<p>1. Agency hires (ongoing):</p> <ul style="list-style-type: none"> a) <i>By end of 2021, agency hire should be less than 2% of total permanent hires.</i> <p>2. Job Boards (ongoing)</p> <ul style="list-style-type: none"> a) <i>SEEK account shared with MIT for reduced cost</i> b) <i>Continual job board training and tracking of analytics to increase ad optimisation</i> c) <i>Researching alternative job boards for each role</i> <p>3. Identify strategy for talent pipeline:</p> <ul style="list-style-type: none"> a) <i>Partner with Marketing and Comms to explore active and passive candidate attraction (by end of November 2021)</i> b) <i>Partner with Snaphire, AOTAL & SEEK to explore active and passive recruitment options and management thereof (by end November 2021)</i> <p>4. Use of Unitec Pool Temps:</p> <ul style="list-style-type: none"> a) <i>Pool temps to be recruited and managed on a "need to" basis to reduce recruitment costs.</i>