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## RECRUITMENT POLICY AND PROCEDURE

### 1. PREAMBLE

The College applies the principles of fair, equitable and compliant Human Resources Management to its hiring, induction, training, management, performance review and staff interactions. This document forms part of the College's Human Resources Management activities.

### 2. PURPOSE

Selecting and recruiting employees who demonstrate the necessary qualifications, skills and experience is integral to the success of SydneyMet ('the College').

This Recruitment Policy ('Policy') outlines the principles and procedures that are to be followed in the recruitment and selection process. This Policy aims to ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

### 3. SCOPE

The Policy seeks to provide guidance and assistance to all managers and supervisors who are involved in the recruitment, selection and promotion of employees at the College. It applies to all employees and potential employees of the College.

### 4. COMMENCEMENT OF POLICY

This Policy will commence from 1/02/2018.

### 5. PRINCIPLES

- 5.1 The best applicant for the position should be the one selected. This means the person with the best qualifications, skills and experience in the relevant disciplines to be taught, as well as in pedagogy.
- 5.2 No staff will be employed who are not adequately qualified. This principle will especially be applied in the case of academic staff.

- 5.3 In recruiting, SydneyMet will ensure a balance of entrepreneurship and non-entrepreneurship expertise brought into the College. This balance will be especially important as we introduce second and third-year courses.
- 5.4 So far as basic qualifications and minimum criteria are met, priority will be given to hiring staff – both academic and non-academic – from Aboriginal and Torres Island peoples and other disadvantaged groups.

## **6. EQUAL EMPLOYMENT OPPORTUNITY**

- 6.1 The College is an equal employment opportunity employer (EEO) and aims to ensure that all applicants for selection or promotion are not unlawfully discriminated against on any of the protected attributes contained in equal opportunity laws, and are consistent with the College's Job Descriptions.
- 6.2 This Policy should be applied in conjunction with the College's Anti-Discrimination Policy.

## **7. THE PROCESS OF RECRUITMENT AND SELECTION**

### **6.1 Strategic hiring**

The College aspire to be a leading private HEP in providing culturally relevant and entrepreneurship education in Australia and offering exemplary services to students and staff. An important aspect of this vision relates to hiring strategically. The College recruits carefully selected areas of teaching and services. Recruitment will be focused in areas aligned with our identified focus areas or in areas where we need to strategically build capacity. Our strategic hiring considerations include:

- Targeting highly experienced and high-impact individuals known as top performers, educators, and service providers in our need or strategic area of growth.
- Using diversity and inclusiveness as critical components in building our capacity to serve our diverse student cohorts better.
- Identifying and hiring currently employed top performers in the similar roles of our need.
- Making fast hiring decisions so that whenever a candidate that perfectly meets our need in high demand decides to make a job switch, we hire the top candidates using their decision timetable.
- Using the employee referrals and recruiting at professional events.

### **6.2 Internal advertising**

All positions that become vacant at the College should be advertised internally via Noticeboard and email.

Current employees are encouraged to apply for suitable positions as they arise. Each application will be assessed on its merits, based on the essential and desirable criteria required for the position. This may mean that internal applicants do not qualify for job interviews. Any decisions regarding promotion will also be made on the basis of merit.

6.3 External Advertising

External advertising may be used as deemed appropriate by the College. All external advertising or agency costs must be approved by the Human Resources Manager. Reference checking of external applicants should occur at the appropriate time.

6.4 Job Advertisement Format and Content

The job advertisement should be written in clear, non-discriminatory language.

The advertisement must contain the title of the job and a list of duties and key results areas. The advertisement should both outline the essential criteria of the job and indicate that applicants are required to address all of these criteria. Desirable criteria can also be included.

Advertisements should also specify what information the applicant should include with their application (e.g. resume, academic record, license etc.), and whether application forms are required to be completed. Information about how application forms can be obtained should be included, and application forms should be sent out when requested.

The name of a contact person should be provided, as well as a closing date for applications. The advertisement should state that the College is an equal opportunity employer.

**8. THE SELECTION PANEL**

7.1 Wherever possible, recruitment decisions should be made by a panel of at least three people.

7.2 The membership of the panel will be determined by the General Manager (Admin). At least one member of the panel should have a detailed knowledge of the requirements of the job.

7.3. In case of academic staff, Chair and Secretary of AB will sit in the selection process.

**9. THE ESSENTIAL AND DESIRABLE CRITERIA**

8.1 The selection panel will review the job description of the position in question and make sure that it is current and accurate. The level of remuneration attached to the position should also be reviewed. The panel will then, in consultation with the relevant manager, determine the essential and desirable criteria for the job.

8.2 The essential criteria are those criteria which are necessary for the performance of the job. The desirable criteria are those criteria that will assist the applicant perform the job, and provide them with a competitive advantage over other candidates. These criteria will form a standard by which the panel will assess and compare candidates. It is important that each candidate is judged according to criteria that are objective, and applied in a consistent manner.

## **10. THE SHORT LIST**

- 9.1 The selection panel should review all of the applications and make a short list of those applicants who best meet the essential criteria for the position.
- 9.2 Arrangements should be made for interviewing shortlisted applicants as soon as possible.

## **11. THE JOB INTERVIEW**

- 10.1 The selection panel should consider and prepare a list of the questions that will be asked of the candidates at the interview. These questions should only relate to matters that are relevant to the position. Questions which are based on, or relate to, personal attributes which are protected under anti-discrimination legislation should not be asked. See the College's Anti-Discrimination Policy for details.
- 10.2 Panel members should ask comparable questions of all applicants, as biases and unfair assumptions can affect, or can be perceived as affecting recruitment and selection decision making.
- 10.3 Panel members should document each applicant's responses and the reasons for short listing and selecting the chosen applicants.
- 10.4 The panel should meet and agree on the successful applicant, who should be notified of the decision in writing. Unsuccessful applicants should also be notified of the result. The Principal Executive Officer may offer feedback to unsuccessful applicants.
- 10.5 General comments in the interview

In the course of the interview the candidate should be notified of the following matters (where applicable):

- (i) that employment would be subject to a probationary period of 3 months; or
- (ii) that employment is offered on a fixed term basis; or
- (iii) that employment is offered on a fixed-project basis.

## **12. REASONABLE ADJUSTMENT**

Where a job applicant has a disability or medical condition but is in all other respects the best person for the job, the College will endeavour to make reasonable adjustments to the position so that the person is nevertheless able to perform the job. For example, this may involve reasonable adjustments to the workstation. Reasonable adjustments will be afforded to successful applicants unless this would cause unjustifiable hardship to the College.

## **13. PRIVACY**

The College respects and complies with its obligations under privacy legislation. Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidate will be destroyed at the conclusion of the selection process, unless the candidate has provided the College with his or her permission or consent to retain the record.

#### 14. REFERENCE CHECKING

Any Human Resources Manager that carries out a reference check in relation to a prospective or existing employee should note the following:

- The referee should be informed that the information they convey, due to privacy laws, will be accessible to the prospective employee/existing employee and also may be discussed with the candidate. As a general rule, the referee's opinions should not be directly relayed to the candidate. The purpose of obtaining a referee's opinion is to confirm representations a candidate has provided relating to their experience, qualifications or general suitability for the position.
- Only disseminate material/information provided by the referee to those directly involved in the recruitment process.
- Questions posed to the referee should be prepared and written down prior to the referee being contacted and should only relate to the requirements of the position.
- Questions should include the following query – "Given the opportunity, would you re-employ [name of candidate]?"

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