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## Selection, Appointment and Induction Procedure – Academic and Administration Staff

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<b>Review Period:</b>	Three years
<b>Revision No:</b>	4
<b>Date of Revision:</b>	12 August 2013
<b>Purpose:</b>	<p>This procedure provides a framework to:</p> <ul style="list-style-type: none"><li>• assist the EIT in ensuring that quality assurance and best practice processes are implemented for the appointment of academic and administrative staff</li><li>• provide a consistent and transparent process for the recruitment requirements relating to essential academic staff qualifications.</li></ul>
<b>Scope:</b>	<p>This procedure applies to the recruitment and appointment of academic and administrative staff within the EIT and covers both EIT staff and personnel being recruited.</p>
<b>Overview:</b>	<p>This procedure defines the steps to follow in appointing academic and administrative staff. It commences with the initiation of employment process, moves onto the search and advertising process. The application and screening process is then laid out. Finally, the sequence of steps in the selection of the appropriate candidate together with the offer of employment is noted.</p>
<b>Essential Supporting Documents:</b>	<p><i>“Determination for Training and Assessment Competencies to be held by Trainers and Assessors”</i> - National Skills Standards Council – 17 June 2013</p>
<b>Related Documents:</b>	<ul style="list-style-type: none"><li>- Selection, Appointment and Induction Policy – Academic and Administration Staff</li><li>- Records Management Policy</li></ul>

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## **1.0 Initiation of Employment process**

Within 24 hours of a resignation or vacancy occurring, the Office/Human Resources Manager will define the type of vacancy according to one of three categories:

1. Current vacancy due to staff member leaving the employ of the EIT (as evidenced by a written resignation letter) and the position is still covered by the current budget.
2. New Staff position created.
3. New Staff titles created or existing titles changed; and the commencement of a recruitment process as defined in this procedure.

## **2.0 Initiation of the Search for a new staff member**

The Dean of Engineering must first fill in a detailed description of the position. This description will include a definition of the position, a proposed employment advertisement (with details below), the type of vacancy, as set out in section 1.0, salary (including range if required) and date required to commence. The Office/Human Resources Manager and/or relevant business area manager will assist the Dean of Engineering in defining these elements.

The two critical elements of salaries and qualifications are defined in more detail in the two sections below.

### **2.1 Salaries of Staff**

The salaries for replacement positions will be determined by the Dean of Engineering, in consultation with any other relevant staff.

Normally, positions will be advertised and filled at the starting salary for the position. The salary offered will be based on the applicant's experience and qualifications.

### **2.2 Qualifications of Academic Staff**

Training and assessment should be conducted by trainers and assessors who meet the requirements of SNR15 and the National Skills Standards Council's (NSSC) "*Determination for trainer and assessor competencies*" – 17 June 2013. This determination specifies the minimum qualifications or competencies that must be held by trainers, people delivering nationally recognised training under supervision and assessors in the VET sector.

All lecturers are to be specialists in the areas that they teach with relevant vocational degrees and industry experience in the fields that they cover.

Lecturers are to be professional engineers, with a good many years of experience in their fields of expertise or highly experienced technologists or technicians.

The requirements may only be varied under certain circumstances:

1. Where a lecturer has significant industry experience and displays considerable teaching aptitude, and can prove equivalency to the current standards for the regulation of Vocational Education and Training (VET).
2. On condition an adequately qualified and experienced supervising lecturer mentors the appointee.



All academic position descriptions should identify the qualification requirements as the first essential criterion.

### **3.0 Advertisement of Position**

The specific requirements for the job advertisement should include:

- An appropriate job position title
- Proposed salary
- A summary description of the work to be performed and essential functions of the position
- A brief note of the interaction required with other members of the EIT
- A note on any critical attributes of the position (with mention of any managerial requirements)
- Educational, licencing, certification and possibly skills required
- Previous experience (especially in an academic environment)
- Any physical requirements
- Any international experience
- The number of years of industrial experience (if any)
- Notes on teaching and research experience
- Experience in distance learning and the new e-learning technologies
- Date of closing of all applications

The job advertisement will be placed by the Office/Human Resources Manager.

### **4.0 The application and screening process**

Applications from new Academic Staff are invited at any time and details are advertised on the EIT website.

Applications for Administrative Staff positions will only be accepted for available open positions. Any other applicants will receive a courteous response from the Office/Human Resources Manager indicating that the EIT is not advertising for a particular requested position and that their application will be retained on file in case of a future possible opening.

#### **4.1 Academic Staff Process**

- The E-Learning Manager will screen all initial applications for completeness in terms of the criteria defined above and will make recommendations to the Dean of Engineering.
- Unacceptable responses when, for example, a candidate does not have one of the criteria deemed critical, such as an appropriate qualification, will immediately receive a courteous rejection note from the E-Learning Manager.
- Once the Dean of Engineering has given approval, the E-Learning Manager will provide potential candidates with an instructor information pack and train them on Blackboard Collaborate. They are then required to provide a recorded webinar session without students present. This will be critiqued by the E-Learning Manager who will then provide feedback to the candidate.



- If the candidate is deemed suitable the Office/Human Resources Manager and/or E-Learning Manager are then responsible for checking referees on all academic staff.
- Once appointment decisions have been finalised the Office/Human Resources Manager and/or E-Learning Manager will send the candidate all necessary contractual documents to sign and will request certified copies of all certificates or testamurs claimed by the applicant.
- The candidate can then be scheduled to start training delivery.
- The Office/Human Resources Manager or E-Learning Manager will file all application forms, evaluation forms and comments in a confidential location as specified in the Records Management Policy.

#### **4.2 Administrative Staff Process**

Applications will be initially screened for completeness in terms of the criteria defined above by the relevant business area manager and/or the Office/Human Resources Manager.

Unacceptable responses when, for example, a candidate does not have one of the criteria deemed critical, such as an appropriate qualification, will immediately receive a courteous rejection note from the Office/Human Resources Manager.

A short list of candidates will be provided to the Dean of Engineering with dates and times for interviews.

The relevant business area manager and/or Office/Human Resources Manager and the Dean of Engineering will prepare questions which will be identical for all interviewees and must exclude questions of a personal nature which are unrelated to the ability of the potential candidate to discharge his or her proposed duties. Examples of inappropriate questions include ones that relate to the applicant's age, marital status, race, colour, religion, gender, nationality or disability.

The interviews must be as objective as possible with an emphasis on measurable, quantifiable and objective criteria. A minimum of the Dean of Engineering, the relevant business area manager and/or the Office/Human Resources Manager will conduct final interviews which shall be to the point and as honest as possible.

The interview should include a considerate and frank summary of the positive and negative attributes required of the candidate to the position. The emphasis should be on an objective assessment. The good and bad points of the position will be honestly disclosed as well as future opportunities at EIT.

As noted in the Selection, Appointment and Induction Policy, the Office/Human Resources Manager will ensure that if the interviewee is a female, at least one of the interviewers will be a female, even if this means that the interviewing panel has to be increased in size.



#### **4.2.1 Selection of appropriate candidate**

After the attributes of each of the candidates has been discussed by the interview panel, the best candidate is selected by mutual consensus. If there is a disagreement then interviews will continue until a mutually agreed upon candidate can be found.

The relevant business area manager or the Office/Human Resources Manager shall advise all unsuccessful applicants of the results of the interviews within seven days of a decision being made.

#### **4.2.2 Offer of Employment and Concluding work**

The relevant business area manager or Office/Human Resources Manager will notify the successful candidate of the decision and confirm in writing the offered remuneration and conditions of employment, subject to reference checks, with a formal Offer of Employment and a three month probationary period. The candidate will be free to ask for modifications to the terms and conditions of employment on the Offer of Employment such as remuneration or hours of work. If the modifications sought are considered to be more major, the would-be candidate will be advised that they are not acceptable and other shortlisted candidates could be approached or the position could be readvertised.

The Office/Human Resources Manager will file all application forms, evaluation forms and comments in a confidential location as specified in the Records Management Policy.

Once the successful candidate has agreed to the terms and conditions in the Offer of Employment, by signing the acceptance section, the relevant business area manager and/or the Office/Human Resource Manager will perform a check on at least two of the referees nominated by the candidate.

All the qualifications nominated by the candidate shall be verified. This will be done through direct contact with the issuing institution. If the candidate has gained their qualification from an institution outside of Australia, a check will be made with the appropriate Australian qualifications authority to confirm the equivalency with the appropriate Australian qualification. Written independent confirmation will be secured to corroborate the claims made as to the candidate's qualifications. The candidate will be advised of the success or otherwise of this process.

Within the first seven days of employment, the relevant business area manager or Office/Human Resources Manager will arrange an induction of the successful candidate, will introduce him or her to all other staff members of the EIT and will ensure that the statutory employment forms (including payroll) are filled in with the EIT's accounting department. In addition, personal details such as next of kin, address, phone numbers and address details will be provided to the Office/Human Resources Manager.

The Dean of Engineering and relevant business area manager will monitor the new staff member's performance during the three month probationary



period and will provide counselling where necessary. In the case of unsatisfactory performance, the new staff member's employment will be terminated if at least three written warnings have been given and extensive counselling has been provided.