



Recruitment and Selection Policy

Policy Code: HR-017

Version: 6.0

Effective Date: 1 April 2020

Purpose

This policy documents the approach of the College to the recruitment and selection of employees, and where applicable the engagement of contract educators, to ensure the right people are recruited with the right capability and cultural fit to support our Vision, through a fair and transparent process.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All permanent, temporary and casual employees
- For the purposes of this policy only, Contract Educators are covered by the areas where there is a * symbol as part of the recruitment process to engage them as Contract Educators

Policy Statement

Recruiting and selecting the right people is of paramount importance to the continued success of the College.

This policy provides an open and transparent framework to ensure, as far as possible, that the best people are recruited based on merit and that the recruitment process is free from bias and discrimination.

Several challenges impact on the capacity of the College to recruit and select staff with the required capabilities. These challenges include a niche labour market for selected positions, increasing competition among employers for staff and the changing demographics of the working population. In response to these challenges, the College requires a comprehensive and rigorous yet simplified approach to recruiting and selecting talented staff.

This policy is to be used in conjunction with the College’s *Privacy Policy* and *Equal Employment Opportunity and Anti-Discrimination Policy*.

Vacancies

A vacancy may arise for the following reasons:

- newly created positions
- staff attrition (e.g. resignation/retirement)
- leaves of absences/short term needs
- staff restructuring
- short term projects



Approval to recruit

Prior to the recruitment process commencing, approval must be gained from the relevant Department Director.

The documents required for approval include:

- Completed *Position Requisition Form*; and
- Updated *Position Description*

These completed forms are then be submitted to the Human Resources department enabling the commencement of the recruitment process.

Selection Criteria

Prior to the submission of the position requisition form for approval, hiring managers and supervisors must first define the role specific competencies, position requirements and selection criteria (both essential and desirable). These are documented as part of the newly created / updated position description.

Advertising

In general, all vacant positions will be advertised. The method and timing of advertisements will be dependent upon the vacancy and business needs.

The College is committed to the career progression and ongoing development of its employees and therefore commits to advertising all vacancies internally for a period of at least one week. Internal advertising may be used exclusively prior to advertising the vacancy externally or may be conducted simultaneously with external advertising methods.

The College may engage a variety of advertising methods using external mediums as needed. These methods include, but are not limited to:

- Advertising on the Work@endeavour page included on the College's public website
- Various online job boards including university job boards
- Industry association websites and journals
- Print media
- Communication with our pool of contract academics and/or within the alumni community

In some instances advertising is not required, or is not a suitable option for filling a vacancy. Such instances may include, but are not limited to:

- Where a temporary or seconded staff member has been fulfilling the duties and is offered the role on a permanent basis
- In the event of an internal promotion
- In the event of a restructure

The College reserves the right to determine the most suitable advertising and/or recruitment method based on business needs and the vacancy arising.



Engagement of Recruitment Agencies

It is the preference of the College to advertise directly for vacancies, however due to timeframes and labour market trends, the College may choose to directly list a vacancy with a recruitment agency from time to time.

All vacancies (including temporary positions) listed with recruitment agencies must be done via the human resources department. At no time is a manager to go directly to a recruitment agency without first consulting with the human resources department.

The College will develop and work with preferred recruitment agencies to ensure the best possible rate, service and understanding of our business and environment.

All recruitment agencies engaged by the College are required to adhere to College policies and relevant legislation regarding confidentiality, privacy, anti-discrimination, equal employment opportunity and right to work.

Other methods for sourcing applicants

Applicants may also be referred to the College by existing staff members.

Applicants received via this method will undergo the same selection process as all other applicants.

Shortlisting of applicants

A shortlist is determined from the applicant pool using pre-determined selection criteria as the basis. This may involve a telephone screening process where a series of questions are asked aligned to the role requirements.

At the discretion of the College, shortlisted applicants may be requested to complete a personality profile using a profiling tool of the College's selection. The profile created is compared to the desired attributes highlighted by the job specification and results may be used to inform the shortlisted candidates.

Internal applicants are subject to the same selection process and criteria as all other applicants, i.e. submission of application, shortlisting, personality profiling (where applicable), interviewing. Reference checks are not required for internal applicants, although suitability for the role will be discussed with their existing manager and previous performance reviews may be taken into consideration.

Where an internal applicant is shortlisted for a vacancy, i.e. invited for an interview, the applicant must make their existing manager aware of their application prior to the interview if they have not already done so.

Interviewing of shortlisted applicants

1. Interviewing

All applicants who have been shortlisted based on relevance to the selection criteria will undergo a behavioural/competency based interview. Competency based questions used for interviews are aimed to focus upon the competencies and attributes identified as being inherent to the role.

2. Interview/selection Panel

The interview panel may be used in order to recruit a suitable person for the advertised role. If a panel is considered essential for the position, it would usually be made up of relevant members consisting of the Direct Line Manager and another department representative or a Senior Manager and may consist of a representative from the Human Resources department. In some instances, an external party e.g. an industry representative/expert may be invited to form part of a selection panel. Selection panels will, wherever possible, include gender balance and may involve external representation.



In some instances, a second or third round interview is required in order for the potential applicant to meet other key stakeholders in the process, e.g. Director of Education. The need for this will be determined on a case-by-case basis.

3. Right to Work *

It is a criminal offence under the Migration Act for a person to 'knowingly' or 'recklessly' allows someone to work, or to refer someone for work with another business, if they do not have a legal right to work in Australia. Refer to [Employer Obligations on DIAC website](#) and reference to section 245AD of the *Migration Act*.

The College is legally required to check if a potential employee has valid working rights in Australia. We must therefore cite evidence of right to work in Australia.

Australian Citizens and New Zealand Citizens have unlimited work rights in Australia (note New Zealand Permanent Residents do not - they require a visa).

To verify a Citizenship/Permanent Residency status, any of the following documents have been approved by the Department of Immigration and Citizenship (DIAC) as evidence:

- Full Australian Birth Certificate (if born before 20 August 1986) and a form of photo ID
- Full Australian Birth Certificate (if born on or after 20 August 1986), a form of photo ID and evidence that at least one parent was an Australian citizen or permanent resident at the time of the child's birth
- Australian Citizenship Certificate
- Australian Passport
- New Zealand Passport with valid visa stamp of entry
- Certificate of evidence of resident status
- Valid Visa with work rights

Documents that are **NOT** a proof of Right to Work:

- Tax File Number
- Australia Business Number (ABN)
- Driver's license
- Medicare Card
- Bank Account
- Referrals from employment agencies
- References from previous employers

If you are unsure of the Right to Work, please contact Human Resources for further guidance.

4. Qualification Evidence *

Interviewees will also be required to provide certified copies of qualifications, relevant to the position they are applying for. In the event that the candidate holds an internationally obtained qualification, the College will seek to assess the qualification using Country Education Profiles Online, an online recognition tool for assessing overseas educational qualifications. In the event that further verification is required, the applicant is required at their own expense to have the qualification/s fully assessed by the relevant overseas qualification unit (OQU) as a condition of employment. Further information is available on the Australian Education International – National Office of Overseas Skills Recognition ([AEI –NOOSR](#)) website. In the event that this is not possible prior to commencement, successful applicants will need to provide evidence of qualifications assessment by the end of their 3 month probationary period,



which will be stated in the special conditions of their employment contract. Failure to do so may result in the contract of employment being nullified.

5. English Language Proficiency *

As an education provider it is important that teaching staff of the College are able to demonstrate an acceptable level of English proficiency. To ensure this, an assessment of English language proficiency and fluency is to be established during the interview process for teaching staff. If English language proficiency to the reasonable satisfaction of the interviewer/s cannot be established, the interviewee will be required to provide evidence of English language proficiency at the following minimum levels.

List of accepted tests and minimum scores below:

- IELTS – Band Score of 7.0 or above (Academic module)
- TOEFL (IBT) – 94 total score with no less than ‘intermediate’ for reading/listening component and no less than ‘fair’ for reading/writing components of test
- PTE (Academic) – No less than 66 overall
- Cambridge English (CAE) –Grade C with minimum test score of 67 or above

English language proficiency must have been undertaken no less than 2 years before applying for the position. If evidence of proficiency level to the required standard is not available, assessment of proficiency may be required and is to be undertaken by the selected provider of the College, at the applicant’s expense.

6. Working with Children *

Where a Working with Children Check is required for the role applied for, evidence of a successful check must be produced upon appointment, in line with the [Working with Children Checks Policy](#).

Reference and Other Checks

It is the College’s practice, where possible to conduct a minimum of two professional reference checks preferably obtained from a direct manager or supervisor in the current or most recent position held by the applicant. Reference checks completed must be at a satisfactory level and completed prior to the potential (externally sourced) candidate been made a formal employment offer.

The reference check form will be used to conduct such reference checks. Additional questions may be added in order to probe into the applicant’s experience on certain aspects of the selection criteria.

The College may also choose to conduct a police or background history check on an applicant prior to making an offer at its discretion.

Selection on Merit

The College uses a merit based system to optimise the search and selection for the most suitable applicant who best meets the requirements of a position.

Applicants are assessed on their merit and the extent to which they meet or exceed defined selection criteria. This assessment is made on the basis of their written application, the response to phone screening questions where applicable, responses to behaviourally-based interview questions, the applicant’s performance in work tests and/or presentations undertaken as part of the recruitment process and the information gained from reference checks and/or background checks. Cultural fit also considered as part of selection criteria which for academic roles includes evidence of commitment to research and scholarly activities.



Offer of employment and Remuneration

Upon the successful conclusion of the selection process and two positive professional reference checks, the Direct Line Manager can make a verbal offer to the preferred candidate and if verbally accepted, followed by the issuing of a letter of offer and employment contract by the Human Resource department.

The successful applicant will be offered a salary commensurate to their skills and experience, relevant award level, the job duties and internal benchmarks.

Confidentiality

Applications for vacancies are strictly confidential and access is restricted to those directly involved in the selection process including Human Resources.

Record Keeping

Applications will be kept on file for successful candidates in accordance to the *Privacy Policy*.

Applications for unsuccessful candidates who undergo the interview process should be kept on file by the Direct Line Manager for 6 months following the recruitment process.

Definitions

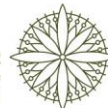
Contract Educators – this includes the following people who are engaged as a contractor within the Academic team across all modalities, campuses and both HE and VET:

- Contract Academics who are engaged on a contract basis to teach in the Higher Education programs
- Contract VET Trainer / Assessors who are engaged on a contract basis to train in the VET programs

Related Procedures

Educator Engagement Procedure

Appointment of a Casual Worker Procedure



Further Information

Related Policies

Working with Children Checks Policy

Privacy Policy

Equal Employment Opportunity and Anti-Discrimination Policy

Related Documents

Recruitment Process Flowchart

Position Requisition Form

Reference Check Form

Guidelines

Not Applicable

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

Not Applicable

Review and Approval

Policy Author

National Campus Manager Liaison

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Approval Body

College Council

Meeting date: 7 December 2012



Policy Status

Revised

Responsibilities for Implementation

- Direct Line Managers

Key Stakeholders

- Managing Director
- All employees