

## RECRUITMENT PROCEDURES

(For permanent staff; and fixed-term staff appointed for a period greater than six months)

### 1. PURPOSE

These procedures support the Recruitment Policy and apply to all permanent and fixed-term (greater than six months) staff in the University. These procedures must be read in conjunction with the [Recruitment section in AUTi](#), which provides more detailed information and training.

### 2. DEFINITIONS

- **Permanent**  
An Employee who undertakes the duties of an ongoing position
- **Fixed Term** (6 months or longer)  
An Employee who undertakes the duties of a position for a defined period or term, or a defined project, or for a temporary period including acting in a relieving capacity.

Note: For hourly paid, casual, fixed-term appointments (less than six months); please refer to the Appointment of Fixed Term and Hourly Paid Staff Procedures.

- **AUT's Diversity Target Groups:** As per AUT's Diversity Road Map, this group consists of:
  - Māori
  - Pacific
  - Women in areas/roles where they are underrepresented
  - People with disabilities/deafness
  - LGBTIQ (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer)

### 3. RESPONSIBILITIES

3.1 **Authorising Manager:** Is responsible for approving all appointments or positions before advertising. They must be satisfied that the position is necessary and that there is adequate budgetary provision for the salary and overhead costs associated with an appointment.

3.2 **Hiring Manager:** Is responsible for managing the recruitment and selection process, ensuring it complies fully with AUT's Recruitment Policy. The Hiring Manager must have completed AUT Recruitment training; and be fully aware and understand the relevant AUT policies and employment law, including the University Council's Equal Opportunities Policy and objectives, and our obligations to Immigration New Zealand policy as an Accredited Employer - please refer to the guidance notes on 'Hiring New Zealanders and Migrant Candidates'

The Hiring Manager gains approval for the position grading/salary range from the Authorising Manager. If it is a new position or if the role has changed substantially (ie more than 20%), then a discussion must be had with the HR Advisory team to determine the grading. All employment decisions that affect the direct reports of a manager, except in the case of the Vice-Chancellor, must be referred upwards to the next tier of management for approval.

**3.3 Selection Panel:** Are responsible for assisting the Hiring Manager in making a suitable appointment consistent with AUT's recruitment policy.

**3.4 People & Culture (P&C):** Are responsible for providing suitable recruitment support, resources and advice to hiring managers enabling them to ensure that their recruitment and selection process fully complies with AUT's recruitment policy and relevant legislation.

## 4. ACTIONS

### 4.1 Authorisation

Before advertising, approval for the role must be given by the Authorising Manager, together with a current position description and person specification prepared to the University's standard. If necessary, approval for the position grading/salary range must also be gained.

### 4.2 Advertising

- There is no requirement to advertise positions of periods up to six months in duration.
- All roles over six months must be advertised at least internally for a minimum of 3 working days
- All roles over twelve months must be advertised internally and externally
- In exceptional circumstances, exemption from advertising may be granted with approval of from the Group Director P&C (via your HR Business Partner) Details on suitable exceptions may be found in the recruitment section on AUTi.
- The Hiring Manager prepares advertising copy, ensuring that appropriate efforts have been made to reach potential applicants from AUT's diversity target groups.

### 4.3 Shortlist & Selection Panel

- The Hiring Manager shall choose a selection panel for shortlisting and interviewing, keeping in mind experience and expertise.
- Selection panels must consist of at least three people across one or more interviews.
- All selection panels must have a gender balance and where practical, reflect the diversity of the candidates being interviewed
- Selection panel members must be aware of AUT's Conflict of Interest Policy. If they have a conflict of interest relating to the recruitment process (e.g. relative of or relationship with one of the candidates) they cannot be part of the panel or any part of the process. If a panel member thinks there is a possible conflict of interest, but they are uncertain, they should discuss this with the Hiring Manager.
- To meet the university's diversity and inclusion goals, when shortlisting for interview, where multiple candidates meet the minimum requirements of the position, as identified in the

person specification, preference will be given to candidates from AUT's diversity target groups.

#### 4.4 Selection

- The Hiring Manager will select the most appropriate person for the position, taking into account the recommendation of the selection panel, and having full regard for AUT's employment diversity expectations and obligations.
- Hiring managers must be aware of any accessibility needs for candidates and to ensure their interview/testing arrangement have allowed for these. See our Guidance notes – 'Accessing Great Talent' for advice and support available.
- Advice and resources are also available in our Guidance notes – Whanau Interview.
- Where two candidates are deemed to be of equal merit, and one is a member of a University diversity target group, then that criterion must be given additional emphasis, and that candidate must be offered the position.
- It is expected that all interviews should include questions on diversity and inclusion to ensure there is a good fit with the organisation's values and culture.

#### 4.5 Pre-employment checks

Pre-employment checks must take place upon selection of a preferred candidate following interviews.

The Hiring Manager is responsible for:

Consulting at least two of the nominated referees, including one from the most recent employer. Only referees nominated by the candidate may be contacted. These should be recent direct line managers whenever possible.

Internal staff movements should also always include at least one reference being undertaken. Usually this will be from the staff member's current line manager. Refer to reference template documents and guidance on AUTi Recruitment pages.

P & C are responsible for obtaining the following , when required:

- Obtaining verification of work eligibility
- Evidence of any qualification required for the position and verification with the issuing authority;
- Ministry of Justice Checks;
- Police vetting checks
- Credit history checks
- Annual Practicing certificate check

#### 4.6 Occupational health pre-employment checks

Refer to the Health screening, monitoring and vaccination procedures.

#### 4.7 Offers of Appointment

- The Hiring Manager is responsible for ensuring accurate offer information is submitted into Saphire for approval

- Upon successful completion of the hiring approval chain, the Hiring Manager will make a verbal offer to the preferred candidate and agree on terms and conditions of appointment. These must comply with University policy and the University's legal and contractual obligations.
- The Hiring Manager advises P&C of agreed terms, who generate and send out the formal written offer of employment.
- Terms of employment must be agreed, and a formal contract of employment signed and returned to P&C **before** appointees commence employment.

#### 4.8 Forms and Record-Keeping

- The Hiring Manager is responsible for ensuring that there is an accurate record kept of the recruitment process including CVs, notes of interviews, reference checks, and any notes regarding the discussion of terms.
- Once an appointment is agreed and employment accepted, all material concerning the successful candidate, including references, should be forwarded to P&C for recording on the appointee's file.
- Post acceptance, all the material relating to any unsuccessful candidates should be kept confidentially for 90 days and then destroyed unless the candidate has permitted for AUT to hold on to the information for a longer period.

#### 5. POLICY BASE

- Recruitment Policy

#### 6. ASSOCIATED DOCUMENTS

- Appointment of Fixed-term and Hourly Paid Staff Procedures
- Health screening, monitoring and vaccination procedures
- Vulnerable Children's Act procedures
- Engagement of Independent Contractors Procedures
- Guidance notes - Hiring New Zealanders and Migrant Candidates
- Guidance notes – Accessing Great Talent
- Guidance notes – Whanau Interviews
- Academic and Associated Staff Members' Collective Agreement
- Allied Staff Collective Agreement
- Additional Remuneration Procedures
- Payment of Market Forces Allowances procedures
- Relocation of new employees procedures
- Conflict of Interest Policy and Procedures
- Employment Delegated Authorities Policy
- University Council Policy number 3: Good Employer Policy
- University Council Policy number 5: Equal Opportunities Policy
- Diversity Strategy and Action Plan