

Recruitment, Selection and Appointment Policy

This Policy is under review to capture the terms of the [UQ Enterprise Agreement 2021-2026](#). Updates will be made in due course.

Section 1 - Purpose and Scope

Purpose

- (1) The University of Queensland (UQ) is committed to attracting, supporting and retaining a diverse and inclusive community of high achieving staff who uphold UQ values and support the strategic objectives of UQ.
- (2) The recruitment, selection and appointment of staff is a key strategic requirement of UQ and will continue to enhance UQ's reputation as an employer of choice in all areas of focus.
- (3) The recruitment, selection and appointment of staff must be conducted in accordance with workforce planning and operational requirements of the relevant Faculty/Division and School/Institute/Department or Organisational Unit.
- (4) The purpose of this Policy is to outline the principles and key requirements that govern recruitment, selection and appointment practices at UQ.

Scope

- (5) This Policy applies to all paid academic and professional continuing and fixed-term appointments.
- (6) This Policy is to be read and applied in conjunction with:
 - a. relevant legislation;
 - b. the [Recruitment, Selection and Appointment Procedure](#) and [Background Checks and Conditions of Employment Procedure](#);
 - c. the [Diversity, Equity and Inclusive Behaviours Policy](#); and
 - d. other relevant policies and procedures as referred to in this Policy and/or as applicable.
- (7) Casual appointments are to be made in accordance with clause 20 of the [Enterprise Agreement](#) and the Casual Appointment guide.
- (8) Research Contingent-Funded Employment will be in accordance with clause 17 of the Enterprise Agreement.
- (9) Trainees and apprentices are to be engaged in accordance with the Enterprise Agreement and the relevant procedure.
- (10) Academic Title holder appointments and other unpaid arrangements will be made in accordance with the Policy and procedures relevant to such arrangements.

Section 2 - Principles and Key Requirements

(11) The following principles underpin all recruitment, selection and appointment activities at UQ:

- a. UQ will select high quality staff who:
 - i. fulfil the requirements of the advertised role; and
 - ii. can contribute to UQ's wider strategic objectives; and
 - iii. reflect the diversity of the UQ community.
- b. Recruitment, selection and appointment activities and processes will:
 - i. align with UQ's strategic goals for diversity and inclusion;
 - ii. comply with relevant industrial instruments, the [Staff Code of Conduct Policy](#), the [Conflict of Interest Policy](#) and associated procedures, and [UQ values](#);
 - iii. be objective and unbiased;
 - iv. demonstrate fairness and transparency at all stages;
 - v. be timely and ensure a positive applicant experience at all stages of the process;
 - vi. be appropriately tailored to each position, including undertaking relevant background checks; and
 - vii. respect confidentiality of all documents and discussions relating to individual applicants.

Section 3 - Roles, Responsibilities and Accountabilities

(12) Effective recruitment, selection and appointment processes are facilitated via clear roles and responsibilities of all parties involved as detailed below:

Role	Actions
Authorised Officer	<ul style="list-style-type: none">• Ensure an appointment complies with this Policy and the relevant recruitment, selection and appointment procedures.
Hiring Manager	<ul style="list-style-type: none">• Assess the need to replace a vacating position or create a new position in line with operational requirements and future workforce plans for the Organisational Unit.• Secure budget approval by the relevant Authorised Officer before proceeding with a recruitment, selection or appointment process.• Partner with Human Resources Division in relation to workforce planning and the recruitment process in accordance with this Policy and related procedures.
Selection Committee Chair	<ul style="list-style-type: none">• Complete the recruitment, selection and appointment process in accordance with this Policy and related procedures.• Appropriately manage and resolve any conflicts of interest.• Respect confidentiality of all documents and discussions relating to individual applicants.• Partner with Human Resources Division through the recruitment, selection and appointment process as required.
Selection Committee Members	<ul style="list-style-type: none">• Actively participate in a recruitment, selection and appointment process.• Declare and appropriately manage conflicts of interest where applicable.• Respect confidentiality of all documents and discussions relating to individual applicants.

Role	Actions
Human Resources Division	<ul style="list-style-type: none"> • Partner with Organisational Units in relation to workforce planning and the recruitment process in accordance with this Policy and related procedures. • Provide professional advice and support, in accordance with this Policy and related procedures. • Respect confidentiality of all documents and discussions relating to individual applicants.

Section 4 - Monitoring, Review and Assurance

(13) The Chief Human Resources Officer is responsible for monitoring, reviewing and providing assurance on the effectiveness of this Policy.

Section 5 - Recording and Reporting

(14) The Human Resources Division is responsible for retaining records of recruitment, selection and appointment in accordance with the [Information Management Policy](#) and the [Privacy Policy](#).

(15) Recording and reporting for recruitment, selection and appointment are completed in accordance with legislative and UQ requirements.

Section 6 - Appendix

Definitions

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the Human Resources Sub-delegations Schedules .
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026 , or as amended or replaced.
Hiring Manager	The manager responsible for filling a vacant position.
Selection Committee	A panel of academic and/or professional staff members (and external expertise if required) convened to assess and recommend the best applicant to fill a position to meet strategic objectives and/or operational requirements of UQ.
Selection Committee Chair	Member of the selection committee who has the overall responsibility for the selection process. The Chair may also be the Hiring Manager.

Status and Details

Status	Current
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Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division