

Recruitment and Selection Policy

Approving authority	University Council
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Advisor	For advice on this policy, contact Recruitment Services Human Resources hrrservices@griffith.edu.au (07) 373 54011 (option 5)
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Document URL	http://policies.griffith.edu.au/pdf/Recruitment and Selection Policy.pdf
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Description	This policy provides the guiding principles for staff recruitment and selection.

Related documents

[University Strategic Plan](#)

[Group / Division Strategic Plans](#)

[Code of Conduct](#)

[Personal Relationships in the Workplace](#)

[Recruitment, Selection and Appointments](#)

[Recruitment and Selection Procedures](#)

[Staffing Delegations: Academic Groups](#)

[Staffing Delegations: Administrative Divisions](#)

[\[Policy\]](#) [\[Scope\]](#) [\[Principles\]](#) [\[Delegated Authorities\]](#)

1. POLICY

The University is committed to the recruitment, selection, support and retention of high quality staff who will strengthen its capability to achieve strategic and organisational goals.

Recruitment and selection of staff is a key strategic exercise and will be conducted in the context of the relevant Group / Division Strategic Plan.

Recruitment and selection for employment by the University is based on merit and guided by principles which promote fair and equitable practice and enhance the University's ability to attract the best possible candidates.

1.1 Terminology

The term "merit" in this policy means the extent to which a person is deserving of an appointment due to the relationship between:

- the person's abilities, aptitude, skills, qualifications, knowledge, experiences, achievements, personal qualities and potential; and
- the duties and responsibilities and associated requirements of the position.

2. SCOPE

This policy applies to the recruitment and selection of all staff.

3. PRINCIPLES

The objective of this policy is to attract and select high quality candidates in a competitive market, guided by the following:

- The University will only select staff of high quality and may decide not to make an appointment if the candidate field is not of sufficiently high quality;
- Recruitment and selection is on the basis of merit and will be free of patronage, bias and unlawful discrimination;
- Recruitment and selection will promote equity and diversity; and
- Recruitment and selection will be conducted in a manner that enhances the University's reputation as an employer.

Procedural guidelines to support this policy are provided in the [Recruitment and Selection Procedures](#).

4. DELEGATED AUTHORITIES

Responsibility for recruitment and selection decisions are set out in the [Staffing Delegations: Academic Groups](#).