Recruitment Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Chief Operating Officer
Responsible Manager – Policy	Chief People Officer
Review Date	4 July 2028

Section 2 - Purpose

(1) La Trobe University recognises the importance of attracting and retaining staff that enhance the quality and reputation of the University and are also aligned to the University's strategic vision. The University is also committed to ensuring that the process of appointing such staff is transparent, equitable and compliant with the University's modes of employment and classification standards.

(2) This Policy sets out the overarching principles of recruitment for Continuing and Fixed Term positions across the University. The Procedures Section below provides further detail on the process relating to the recruitment of these positions. All recruitment at the University must be undertaken in accordance with this Policy and individual staff are not permitted to subcontract or employ staff personally to perform work at the University.

Section 3 - Scope

(3) This Policy and Procedure applies to hiring managers as well as potential and current Continuing and Fixed Term staff, involved in recruitment when undertaking recruitment activities.

Section 4 - Key Decisions

Key Decisions	Role
Approval to use an external recruitment agency	Director, Talent Acquisition and Remuneration

Section 5 - Policy Statement

(4) This Policy takes into consideration the La Trobe University Enterprise Agreement 2023 as well as various other University policies and procedures including:

a. Direct Appointment Policy
b. Equity, Diversity and Inclusion (Staff) Policy
c. Conflict of Interest Policy
d. Flexible Working Policy

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e. Re-employment of Redundant Staff Policy
f. Selection Committee Policy
g. Confirmation of Identity for Aboriginal and Torres Strait Islander Staff Policy
h. VISA Sponsorship Policy
i. Relocation Assistance Policy
j. Working with Children Policy

Equity and Fairness

(5) Candidates are treated equitably, with respect and fairness. Procedural fairness is an aspect of natural justice and it requires that just processes be used in making decisions. They include confidentiality, timeliness, impartiality and freedom from repercussions. Fairness in recruitment means treating applicants impartially, without subjecting them to biased decisions.

(6) The University aims to account for individuals' circumstances to give them an equal chance to present themselves.

Merit

(7) Merit based selection is where applicants are assessed by any number of criteria that can be made up of qualifications, knowledge, skills, relevant experience, capabilities and cultural add. A merit based selection process should also ensure it is fair and consistent, free from discrimination and biases.

Diversity

(8) Respect for diversity means providing opportunities to people from a broad range of backgrounds so that the University may benefit from a variety of skills, experience and knowledge. Employing people from diverse communities will reflect the community in which the University operates.

Workplace Adjustments

(9) At La Trobe University, we aim to create a workplace that is a safe, positive, respectful, inclusive, and accessible environment for staff with disabilities, chronic illness, health conditions, neurominorities and caring responsibilities. A workplace adjustment, also called a 'reasonable adjustment', is an administrative, environmental, or procedural alteration to enable a staff member to meet the inherent requirements of their role. The 'inherent requirements of a role' relate to what must be accomplished rather than the means or how it is accomplished.

Indigenous Australian Employment

(10) The University will maintain an Indigenous Australian strategy, which includes a strategy for the employment and retention of Indigenous Australian staff. The University will make best endeavours to increase it's number of Indigenous Australian staff to at least 3% of the University's total staffing population.

Equal Employment Opportunity

(11) The University must ensure that applicants receive fair and equitable treatment during the recruitment process and that decisions are not based on irrelevant factors such as a person's sex, race, disability, age, sexuality or other personal biases or favouritism. This responsibility is defined in both Federal and State legislation and detailed in our workplace policies.

Code of Conduct

(12) Our behaviours must support and align with the values, standards and goals of the Code of Conduct. This Code of Conduct puts into words the actions and attitudes. It contains important rules we all must follow as we do business,

and it describes the values that will guide us in our decisions.

Conflict of Interest

(13) A conflict of interest occurs in recruitment (and in general day-to-day business activities) when a person involved in the recruitment process can be influenced, or appears to be able to be influenced by a personal interest/personal relationship when making an employment decision.

(14) Staff should not take part in the recruitment process where any perceived or actual conflict may impact the outcome.

(15) Staff involved in the recruitment process must consider whether they have any conflict of interest. Such conflict may include those referred to in the Conflict of Interest Policy. Staff are expected to declare any actual or perceived conflict of interest in accordance with the Conflict of Interest Policy.

Privacy

(16) The University is committed in respecting the confidentiality of information and the privacy of applicants. The University is bound by the Victorian and Commonwealth Privacy Legislation (as amended) in Australia. The University will take all reasonable steps to protect the privacy of the personal information that we collect and use.

Social Media

(17) As part of contemporary recruitment practices, social media screening has become a relevant tool for gaining additional insight into candidates. Employers may review an applicant's publicly available online presence, commonly referred to as their 'digital footprint' or 'online reputation', which may include both their own activity and content shared by others about them.

(18) When used appropriately, social media checks can support recruitment objectives by:

a. Verifying a candidate's identity;
b. Addressing concerns related to potentially suspicious or inconsistent information;
c. Assessing general security awareness; and
d. Identifying any potential conflicts of interest relevant to the role.

(19) It is essential, however, that such checks are conducted ethically and in line with data protection and privacy principles. Specifically:

a. social media screening should be role-relevant and proportionate to the level of responsibility associated with the position;
b. only publicly accessible information should be reviewed; private or restricted content must not be sought;
c. the process must be carried out transparently, with candidates informed where such checks form part of the recruitment process;
d. if the candidate's online presence does not have a demonstrable connection to their suitability for the role, social media checks should not be undertaken.

(20) By adhering to these principles, employers can ensure that social media screening contributes meaningfully and fairly to recruitment decisions

Direct Appointments

(21) Direct Appointments can be made at the University and please refer to the Direct Appointment Policy for further

information.

Secondments

Internal

(22) Internal continuing staff can be appointed to a secondment position. Fixed term staff are not eligible for secondments. Fixed term staff are able to apply for another fixed term or continuing position, however they will forego their current fixed term position.

External

(23) External secondments can be initiated by a University staff member or the University.

(24) Refer to the Secondment Procedure for more information regarding Internal and External Secondments.

Flexible Work Hours

(25) All positions can be considered for flexible work hours in accordance with the Flexible Working Policy and the La Trobe University Enterprise Agreement 2023 (EA).

Section 6 - Procedures

Refer to the Talent Acquisition and Remuneration intranet for further information.

(26) For all Continuing and Fixed Term appointments, the following minimum requirements and procedures are required.

Part A - Approval

(27) Hiring Managers must complete and have an appropriately approved Job Card in the University's electronic recruitment system, prior to any recruitment activity commencing.

Part B - Position Description

(28) A Position Description MUST be attached to the Job Card in the University's electronic recruitment system for evaluation and approval.

Part C - Classification Level

(29) All positions will be paid within the salary range of the appropriate level as outlined in our EA. Executive Senior Management Contracts (ESMC) outside of the EA will be negotiated at the time of recruitment with the relevant Talent Aquisition (TA) team member.

Part D - Mode of Employment

(30) The University may employ a staff member on a continuing, fixed term or Research Continuing basis. Such employment may also be on the bases of:

a. Full-time
b. Part-time or fractional

Part E - Justification for the position

(31) Within the Job Card in the University's electronic recruitment system details must be provided regarding why the position is required, how it will be funded and the impact the position has to the University/School/Division.

Part F - Fixed Term Appointments Only

(32) Fixed term employment will be limited to the employment of a staff member under one of the categories outlined in our EA, Clause 11.

(33) Staff can be appointed into fixed term positions, depending on the category as set out in the EA, Clause 11, for a minimum of 3 months and up to 5 years.

(34) Staff currently engaged in a fixed term contract position must forego their current position to accept a new fixed term contract position.

Part G - Advertising

(35) There are various platforms available to advertise positions which is managed by the Talent Acquisition team.

(36) Unless approval is provided by the relevant SEG member, all positions will be advertised as 'Campus Independent' meaning that the successful applicant can be located at any of the University's campuses.

Part H - External Agencies

(37) A decision to use an external recruitment agency is made by the Talent Acquisition and Hiring Manager. Hiring Managers must not independently engage recruitment suppliers in relation to continuing or fixed term recruitment. Where the need to engage a recruitment agency becomes apparent, the University has preferred suppliers for all external recruitment activity. A decision not to use preferred suppliers will only be by agreement with Director, TA. The unit requesting the use of an external agency will bear all associated costs.

Part I - Screening and Shortlisting Applicants

(38) All applications are to be treated confidentially and assessed according to suitability and capability required to perform the position.

(39) Applications submitted are assessed against the essential criteria, capability, skills and experience required for the position. These assessments are informed by and may include:

a. Resume
b. Video question responses
c. Written question responses
d. Essential criteria responses
e. Any other relevant assessments as required

Part J - Re-engagement of Redundant Staff

(40) The re-engagement of any 'bona-fide' redundancy staff member may only be done in accordance with the Re-employment of Redundant Staff Policy.

Part K - Employment of Relatives

(41) A current staff member can recommend someone they have a personal relationship with for a vacant position however should not take any direct part in the selection process for any appointment for which this person is an applicant. Staff must comply with the Code of Conduct and the Conflict of Interest Policy.

Part L - Interviews and Assessments

Selection Committee

(42) The Selection Committee will be established in accordance with the Selection Committee Policy prior to the commencement of the interview process.

Interviews

(43) The purpose of the interview is to assess the candidate on the basis of their skills, knowledge, capability and align with our cultural qualities and values. The interview also allows the candidate to assess the scope and requirements of the role, and to determine whether the organisation meets their personal needs. For this reason, interview questions should be consistent for each candidate, enabling an equitable basis for comparison of applicants.

(44) Questions should be prepared using the position description, in particular focusing on the essential skills and criteria as well as capabilities required for the position.

(45) It is also important to retain relevant selection documentation such as post interview outcome report (interview question responses, interview outcomes and conflict of interest) in the event that the decision is challenged by candidates, agencies or other managers.

(46) The final decision is the responsibility of the Hiring Manager; however a formal discussion/meeting is to take place with the Selection Committee and relevant stakeholders to assist in reaching a consensus.

(47) All interviews are to be conducted in a consistent manner and environment.

Internal Applicants

(48) Internal applicants should inform their immediate manager if they have been shortlisted for an interview for an advertised position. Should the manager choose not to support the application, this will not preclude the applicant from the recruitment process.

(49) Where a staff member is being seriously considered for a position, they should be advised that their manager or supervisor may be contacted for a reference. If a manager or supervisor is contacted, they must provide an overview of the staff members workplace performance as a minimum. The staff member's manager must be notified by the staff member before any offers are made.

(50) Where a staff member in another Department/School/Division is identified as being suitable for a vacancy, the hiring manager should only make an approach through the staff member's manager or relevant Senior Manager. Staff must not be approached directly.

Assessments (if required)

(51) Assessments are at the discretion of the Hiring Manager to assist the Selection Committee in the decision making process with identified suitable candidates. These may include:

a. Psychometric Assessments

b. Academic presentation
c. Business Case Analysis – written or presentation

Reference Checks

(52) At least two comprehensive reference checks should be carried out with previous employers (prior 2 employers). This should include validation of employment dates, work history and qualitative information. References should be obtained from persons direct previous Manager.

(53) At least one reference check will need to be conducted for Internal Applicants.

Candidate Checks prior to verbal offer (if required)

(54) Checks should be done as a final step of the recruitment process before an offer is made (including current and former staff as appropriate). As such, checks will be limited to the final one or two applicants and not carried out on the general population of applicants. Any discrepancies between the information provided may need further checks or a decision to or not to proceed.

(55) The following candidate checks that can be considered are:

a. Police Checks
b. Creditor etc.
c. Driving Records
d. Confirmation Identity for Indigenous Identified Positions

(56) The University requires that Confirmation of Identity be provided by those staff identifying as Indigenous Australians for the purpose of applying for an Indigenous Identified position or accessing resources and/or services specifically for Indigenous staff. Refer to the Confirmation of Identity for Aboriginal and Torres Strait Islander Staff Policy for more information.

Part M - Offering the Role to the Preferred Candidate

(57) Under no circumstances is a “conditional” offer of employment to be made. All elements of the selection process must be completed prior to any job offer.

(58) A verbal offer can be made by the TA team member or the Hiring Manager, at which time they should confirm:

a. the specific position, title, and salary grade;
b. the direct reporting relationship;
c. remuneration (including any consideration for gender pay gap);
d. an appropriate starting date;
e. Probationary period
    i. Probation periods are set in accordance with the relevant probation policy and in accordance with the Enterprise Agreement.
f. Campus location
g. Supervisor
h. Time fraction (part-time/fractional only)
i. Relocation assistance (if applicable)
j. Visa assistance (if applicable)
k. Salary loading (if applicable) and duration]

l. Willingness to undertake a Victorian Employee Working with Children Check (Refer to Working with Children Policy)
m. Confirm if any workplace adjustments are required
n. Proof of work rights in Australia
    i. In order to be employed by the University, all applicants are legally required to have what is referred to as 'the right to work" or equivalent in Australia;
    ii. It is the University's responsibility to ensure that every person hired is legally eligible to work in Australia;
    iii. If the applicant indicates they are Australian or from New Zealand, they must provide a copy of their passport, birth certificate or Australian Citizenship Certificate;
    iv. Where a non-Australian or non-New Zealand citizen has applied for a role, a copy of their residency status is required including a copy of the relevant visa providing this entitlement to work and any restrictions relevant;
    v. If the applicant required University sponsorship (refer to Visa Sponsorship Policy).
o. Academic Qualification Check
    i. Copies of transcripts of educational qualifications, including degrees, diplomas or certificates that are relevant to the role must be obtained from the new staff member. For example, an applicant applying for a qualified accountant or legal role.

Part N - Internal Candidate Appointments

(59) In instances where a current staff member is appointed to another position and, as a result, new conditions of work or changes to their contract of employment apply, they will receive a new employment contract. All the relevant details of the appointment which are new or will supersede the previous conditions of employment will apply.

Part O - Applicant Management

(60) All unsuccessful applicants will be notified by the Talent Acquisition team by the conclusion of the recruitment process.

Letter of Offer/Contract

(61) A Letter of Offer/Contract will be sent electronically via our Recruitment System for acceptance within seven (7) days of the date of offer.

(62) If the offer is not accepted within seven (7) days of the date of the letter, the offer of appointment will lapse.

Section 7 - Definitions

(63) For the purpose of this Policy and Procedure:

a. Applicant: is a person who has applied for a position and/or is being considered for a position.
b. Conditional: means an offer is contingent on the candidate fulfilling specific requirements. These requirements commonly include background checks, drug testing, reference checks, specific training, certification and medical exams.
c. Continuing Employment: means all employment other than Research Continuing employment, fixed term employment or casual employment.
d. Fixed term employment: refer to La Trobe University Enterprise Agreement 2023 for definitions.
e. Hiring manager: is the manager of the position that is being recruited to.

f. Internal applicants: are deemed to include all people engaged directly and paid directly by La Trobe.
g. Personal relationship: is defined to include spouse, domestic partner, de facto, children, siblings, cousins, aunt, uncle, nephew, niece, parent, grandparents, relations of similar status by marriage and sexual relationships;
h. Position Description: is a document which provides details of the functions and responsibilities of the job, the skills required to perform those functions and the role of the position within La Trobe. They are not intended to cover every kind of work assignment a position may have. Rather, they cover those work assignments which are predominant, permanent and recurring;
i. Senior P&C Representative: means the relevant P&C Business Partner, Senior Talent Acquisition Business Partner or delegate of the Chief People Officer.
j. Staff: means all employees of La Trobe on a Continuing or Fixed Term basis.

Section 8 - Authority and Associated Information

(64) This Policy is made under the La Trobe University Act 2009.

Status and Details

Status	Current
Effective Date	4th July 2025
Review Date	4th July 2028
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Approval Date	4th July 2025
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
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