

Recruitment and Selection of Staff Policy

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Contact Officer	Recruitment Team Leader, People and Culture People, Culture and Campus

Introduction

This policy outlines how the University approaches the recruitment and selection of staff members.

Definitions

Direct supervisory relationship an employment relationship where one person who is related to another has direct influence over the other's employment through decisions, recommendations or judgements related to such matters as appointment, assessment of work performance, salary, career growth and/or discipline.

Relatives and close family members (in the context of this policy) are defined as:

- spouses, including common law spouses and same sex partners;
- children, i.e., sons and daughters, including stepsons and stepdaughters;
- parents;
- siblings, i.e., brothers and sisters including stepbrothers and stepsisters;
- grandparents; and
- in-laws.

Staff/staff member person/s engaged for paid employment with the University by way of an employment agreement.

work together. The University has a responsibility to carefully manage and, where possible, avoid potential conflicts of interest, such as a direct supervisory relationship (for example, appointing a person into a position where they will directly supervise or be supervised by a relative). New and existing staff members have a responsibility to declare potential conflicts of interest. Further guidance can be found in the [Staff Code of Conduct \(PDF, 406KB\)](#) and in the [Conflict of Interest Policy, Principles and Guidelines \(PDF, 605KB\)](#).

Personal information gathered from and/or about a successful candidate for employment or appointment at the University, will be retained on their personnel file for the purpose of considering and evaluating against any other application they may make for employment or appointment by the University in the future (in any role other than that for which they originally applied to the University). In addition, information may be sought from the current or former manager.

People and Culture are available to provide advice on all aspects of recruitment, selection and employment. Their role is to provide guidance on this policy and the implementation of the associated procedures (found in the [HR Toolkit \(Human Resources intranet\)](#)).

Employment Checks

Employment checks will be conducted at the appropriate stage of the selection and appointment process, dependent upon the role applied for. All costs associated with this will be borne by the department at the University that will be hiring the staff member.

An offer of employment will be subject to the candidate receiving suitable clearance in respect of any employment check that has been undertaken. The University will, however, make the final decision as to whether the appropriate standard has been met.

Further details

procedures can be found in the Human Resources Toolkit, accessed via the [HR Toolkit Recruit & Select \(Human Resources intranet\)](#).

Related Documents and Information

Legislation

[Human Rights Act 1993 \(New Zealand Legislation website\)](#)

[Immigration Act 2009 \(New Zealand Legislation website\)](#)

[Privacy Act 1993 \(New Zealand Legislation website\)](#)

[State Sector Act 1988 \(New Zealand Legislation website\)](#)

UC Policy Library

[Conflict of Interest Policy, Principles and Guidelines \(PDF, 605KB\)](#)

Equal Employment Opportunity Policy