

RECRUITMENT PROCEDURES

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| Category | Employment |
| Procedure Owner | Group Director - People and Culture |
| Last review | May 2025 |
| Next review | November 2028 |
| Approval | Vice Chancellor |
| Effective date | 1 July 2025 |

1. PURPOSE

These procedures support the Recruitment Policy and the University's commitment to align with Te Aronui, AUT's Te Tiriti framework and Te Kete, AUT's strategy Te Kete. They apply to all permanent and fixed-term (greater than six months) staff positions. These procedures must be read alongside detailed information within the [Recruitment section in Tuia](#).

2. SCOPE

These Procedure applies to all recruitment and selection activities for fixed-term and permanent academic and professional staff positions at the University.

3. DEFINITIONS

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| Permanent: | A position with no predetermined end date, intended to be ongoing. |
| Fixed Term: | A position with a defined start and end date (6 months or longer), used for specific projects, tasks, or time-limited needs. The reason must be clearly stated and legally compliant. |
| Secondment: | A temporary internal transfer where a staff member fills a <u>fixed-term vacancy</u> , leaving their substantive role for a set period. |
| Acting Position: | A temporary arrangement where an employee assumes the duties, responsibilities, and accountabilities of a vacant or temporarily unoccupied position, typically at a higher or equivalent level. Please refer to Appendix 1 for more information. |
| Expression of Interest: | The process of advertising job vacancies or opportunities to a defined group within a specific team, division, school, department or faculty. |
| Internal Advertising: | The process of promoting job vacancies or opportunities exclusively to current staff within the University. |
| External Advertising: | The process of promoting job vacancies to candidates outside the organization, typically through job boards, recruitment agencies, or other external channels. |
| New Position: | A new position is a role that has not previously existed in the organization. It is created to meet a specific need, such as growth, operational changes, or new functions, and involves duties not covered by existing roles. A new position is distinct from filling an existing vacancy, as it is a role that is established for the first time and may involve new duties or responsibilities not covered by other positions. |

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.

4. RECRUITMENT PROCESS

Authorisation

Obtain approval from the Authorising Manager for the role, including confirming the role's position description, grading and salary range. **All vacancies must be loaded in the University's recruitment system, [SnapHire](#).**

Advertising

- Positions less than 6 months have no requirement to be advertised.
- Positions of more than six months must be advertised for at least one week which consists of 5 working days.
- New academic positions exceeding 12 months should typically be advertised both internally and externally for at least one week (5 working days). Please also refer to [Guidance notes - Hiring New Zealanders and Migrant Candidates](#).
- Internal only process: Hiring Managers may undertake an internal-only process or Expression of Interest (EOI) for identified career development opportunities. This requires approval from the relevant HR Business Partner Team member. Positions reporting to the Vice-Chancellor, ELT and Group Directors (VC Fono) will be advertised internally across the university (the EOI process is not applicable). Any exceptions will require approval from the Vice-Chancellor.
- The Hiring Manager is responsible for preparing the job advertisement, ensuring proactive outreach to candidates from the University's diversity target groups, as specified in the University Council's Equal Opportunities Policy.

Expressions of Interest

An Expression of Interest (EOI) can be used within a team, department, division, school or department where the skill and experience required for the role internally exists and therefore does not require a wider search. The EOI is entered into SnapHire like any other role. Interested parties are notified and given access to apply via an unlisted link in SnapHire.

The EOI process can be used:

- when applications are invited from within an immediate team where the necessary skills already exist, or
- from within a division or functional area when the role requires specific skills or qualifications that are not necessarily available within the immediate team but still fall within a defined functional area or department.

The EOI process is appropriate for short-term vacancies, internal role changes, or project-based opportunities. For more information, please check the EOI steps in Appendix 2.

It is not appropriate to send an EOI to one person.

Internal Advertising

Internal advertising across the University is used when a role is open to all staff members within the University beyond specific teams or functional areas; this is no longer an EOI process.

This approach allows us to tap into a broader pool of internal candidates who may have the skills and experience needed for the role but are not necessarily within the immediate team or functional area.

For more information, please visit our video [Navigating internally advertised job opportunities](#).

Direct Appointments

In certain circumstances, an appointment can be made without advertising:

- Where a position has been recently advertised within the last 3 months, and the appointee is from the original pool of candidates who are suitable and qualified.
- For vacancies with a duration of less than six months.
- In exceptional cases, where candidates with rare or specialised skills are already known, an exemption from advertising may be approved by the Director HR Business Partnering and Recruitment, through the relevant HR Business Partner.
- A redeployment of an internal AUT staff due to restructuring or redundancy, subject to them having the necessary skills and experience.

Selection Panel

- The Hiring Manager shall choose three or more people to form 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, and where practical, have gender balance and reflect the diversity of the candidates being interviewed.
- Selection panels for direct reports to the ELT and Group Directors will include a member of the HRBP team. Selection panels for direct reports to the Vice-Chancellor will include the Group Director, People and Culture.
- Māori representation will be required on selection panels where the candidate is Māori, the role is within a Māori-focused team, has Māori responsibilities, or engages with Māori communities.
- Selection panel members must be aware of the University'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.

Shortlisting Candidates

- 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 referred to in the [University Council's Equal Opportunities Policy](#)
- If the shortlisted candidate is an internal applicant
 - For Fixed term vacancies, please refer to the Secondment Procedures
 - For Permanent vacancies, the hiring manager should encourage the internal applicant to inform their current manager that they have been shortlisted

Interview and 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 the University's employment diversity expectations and obligations.
- Hiring managers must be aware of any accessibility needs for candidates and 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](#)

- And [Whanau Interview Guide – Candidate Information](#)
- Where multiple candidates are suitable for the position and meet all requirements of the position, as identified in the position description, preference will be given to candidates referred to in the [University Council's Equal Opportunities Policy](#)
- 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.

Pre-Employment Checks

Pre-employment checks for external candidates

- Pre-employment checks must take place upon selection of a preferred candidate following interviews.
- If a role falls under the requirements of the Children's Act, the Hiring Manager must also undertake necessary safety checks.
- The hiring manager is responsible for notifying the preferred candidate of next steps, including the automated reference procedure.
- People & Culture will initiate and undertake the reference procedure.
- Two employer references will be requested from the candidate one of whom should be the candidate's current, or most recent line manager. The second referee should, where possible, also be a previous, but recent line manager.

Pre-employment checks for internal AUT candidates

- Internal AUT staff moving from a fixed-term or permanent role into a new role must provide one reference from their current AUT line manager. A second AUT referee may be nominated by the candidate and undertaken at the candidate's request.
- Internal AUT staff moving from an Hourly Paid role at AUT into a new fixed-term or permanent role must provide one reference from their current AUT line manager and at least one other employer reference. Only referees nominated by the candidate may be contacted. Refer to reference guidance on TUIA Recruitment pages.

Pre-employment checks for returning AUT candidates

- The HRBP team will be notified prior to the commencement of any pre-employment checks.
- Referees must include the direct manager the candidate reported to at AUT.
- If the direct manager has left AUT, the referee will be the Director/ Head of School/ Dean of the Division/ Faculty.

Offers of Appointment

- The Hiring Manager must ensure accurate offer details are entered into SnapHire for approval
- **Employment offers can only be made following the successful completion of the hiring approval chain and the pre-employment checks.** Once approved, the Hiring Manager will verbally offer employment and confirm terms and conditions, ensuring compliance with University policy and the University's legal and contractual obligations.
- **People and Culture will generate the Employment contract is issued once all approvals and employment checks are completed and send it to the candidate**

All employment terms must be formally agreed upon, and a signed contract must be returned to People & Culture before employment commencement.

5. RESPONSIBILITIES

Authorising Manager:

- Approves appointments, roles before advertisement, confirming budget availability.

Hiring Manager:

- Manages the recruitment and selection process in compliance with the University policies and applicable employment laws. The Hiring Manager must fully understand the relevant University 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 (refer to the guidance notes on ['Hiring New Zealanders and Migrant Candidates'](#))
- Obtains position grading/salary range approval from the Authorising Manager in consultation with the HR Business Partnering team. If it is a new position or if the role has changed substantially (i.e. more than 20%), then a discussion must be had with the HR Business Partnering team to determine the salary grading.
- All employment decisions that affect the direct reports of a manager must be referred upwards to the next tier of management for approval. In the case of direct reports to ELT, this will be the Vice-Chancellor.
- Responsible for verifying the quality and authenticity of all returned references, promptly addressing any concerns with the recruiter or the relevant HR Business Partner.

Selection Panel:

- Supports the Hiring Manager in making appointments, ensuring gender balance, diversity reflection, and awareness of these Recruitment procedures and the University's Conflict of Interest Policy. Members must declare conflicts of interest immediately.

People & Culture (P&C):

- Provides expert guidance and advice, ensuring recruitment processes adhere strictly to the University policies and relevant legislative requirements.
- Responsible for conducting pre-employment checks, including verification of work eligibility, validation of required qualifications, Ministry of Justice checks, police vetting, credit history assessments, annual practicing certificate verifications, and the administration of pre-employment health questionnaires.

6. POLICY BASE

- [Recruitment Policy](#)

7. ASSOCIATED DOCUMENTS

- [Appointment of Fixed-term and Hourly Paid Staff Procedures](#)
- [Children's Act Guidelines](#)
- [Engagement of Independent Contractors Procedures](#)
- [Guidance notes - Hiring New Zealanders and Migrant Candidates](#)
- [Guidance notes – Accessing Great Talent](#)

- [Guidance notes – Whanau Interviews](#)
- [TEU Academic and Associated Staff Members' Collective Agreement](#)
- [TEU Allied Staff Collective Agreement](#)
- [TIASA 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](#)
- Council Policy: Good Employer Policy
- Council Policy: Equal Opportunities Policy

Policies and Procedures can be found on [TUJA](#).

8. FORMS/RECORD KEEPING

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.

Records of unsuccessful candidates, including CVS and interview notes, should be confidentially disposed of after 90 days unless permission is granted for longer retention.

9. DOCUMENT MANAGEMENT AND CONTROL

Procedure Owner: Group Director, People and Culture

Last Review: May 2025

Date for review: November 2028

Approved by: Vice Chancellor

Effective Date: 1 July 2025

APPENDIX 1. STEPS IN APPOINTING ACTING POSITIONS

1. Identify the Need:

- Clearly establish why an acting role is required (temporary vacancy, extended absence, resignation, etc.).
- Define the expected duration and the scope of responsibilities clearly.

2. Approval and Scope:

- Obtain approval from your Executive Leader or Group Director in consultation with your HRBP Team
- Confirm remuneration implications, budget approval, and clarify expectations for the acting role.

3. Selecting a Candidate:

- Consider internal talent first, evaluating individuals who possess the required competencies, experience, and potential. This can be through
 - the EOI process or Internal Advertising.
 - a direct appointment if there is only one applicant that has the required skills, experience and leadership capability.
 - Please consult with your respective HRBP team member
- Approval for the action position will be from the Group Director / Executive Lead team.

4. Communication and Documentation:

- Clearly communicate the arrangement to the selected individual, outlining role expectations, accountabilities, remuneration adjustments (if applicable), and start/end dates.
- Confirm acceptance in writing, documenting the temporary arrangement formally.

5. Announce the Appointment:

- Inform relevant stakeholders, teams, and departments of the temporary appointment, specifying the reason, duration, and how responsibilities will be managed.

6. Ongoing Support and Review:

- Regularly review the acting arrangement, particularly if the timeframe extends or changes.
- Provide appropriate support, resources, and guidance to ensure the acting individual can effectively fulfil the role.

7. Ending the Arrangement:

- Clearly communicate the conclusion of the acting period and facilitate a smooth transition either back to the original role or to the confirmed permanent role, depending on circumstances.

APPENDIX 2. STEPS IN THE EOI PROCESS

Identify the vacancy

- The line manager identifies a temporary role, secondment, or permanent vacancy within their team or functional area.
- Assess whether the EOI process is appropriate based on the required skills and experience, the scope and nature of the role, and the duration of the vacancy.
- For internal fixed-term roles, refer to the [Secondment Guidelines](#) to ensure alignment with the University policies.

Determine the type of EOI

Choose the appropriate level of advertising based on the vacancy:

- **EOI within an Immediate Team:** Use when the required skills and capabilities are already present within the current team.
- **EOI within a Division or Functional Area:** Use when the role requires expertise from a broader pool, such as across a department or functional area, but is still limited to internal candidates.
- **EOI following an Organisational Change Process:** Open only to team members whose roles have been significantly impacted.

Note: If the role should be open to all University staff, follow the internal advertising process instead of EOI.

Advertisement of Vacancies

- The hiring manager should load the vacancy in SnapHire <https://autuni.sharepoint.com/sites/Tuia/SitePages/Snaphire.aspx> to initiate the job approval process.
- Prepare the EOI advertisement, clearly outlining the nature of the role, key responsibilities, duration of the role, desired skills and experience.
- Include a request for candidates to submit an updated CV, cover letter and/or brief statement outlining their interest and suitability for the role.
- Share the SnapHire <https://autuni.sharepoint.com/sites/Tuia/SitePages/Snaphire.aspx> unlisted link via email or TEAMS to the relevant audience (team, department, or division) based on the type of EOI being conducted.

Continue with the Standard Recruitment Process

Once interviews are complete, the preferred candidate has been identified, and pre-employment checks are confirmed, and proceed with the remaining steps of the standard recruitment process in SnapHire.

Note: If the role is a secondment opportunity, ensure compliance with the [Secondment Guidelines](#), including securing the necessary approvals, confirming release with the substantive manager, and following the standard recruitment process in SnapHire.

Need more information?

If you require further clarification about rights, entitlements, obligations and/or expectations, we suggest you contact your HR Portfolio team, or general contact details are below:

| ORGANISATION: | CONTACT DETAILS: |
|----------------------------|--|
| AUT People & Culture team: | Enquiry Line: 09 921 9499 ServiceNow employee portal: : http://hrhelp.aut.ac.nz |