

RECRUITMENT POLICY

Category	Employment
Policy Owner	Group Director – People and Culture
Last review	1 November 2023
Next review	1 November 2028
Approved by	Group Director – People and Culture
Effective Date	1 November 2023

1. PURPOSE

To enable the University to attract and select appropriately skilled, qualified and experienced staff for each position.

2. POLICY

The University will conduct its recruitment activities in a way that attracts and enables it to select appropriately skilled, qualified and experienced staff for each position while meeting the expectations of the University Council as set out in its Policy number 5 (Equity) and its statutory obligations. It will proactively seek out diverse talent from underrepresented target diversity groups.

3. SCOPE

This policy applies to the recruitment of all employees by the University.

4. RELEVANT LEGISLATION

[Employment Relations Act 2000 Treaty of Waitangi Act](#)
[1975 Human Rights Act 1993](#)
[Public Services Act 2020](#)
[Education and Training Act 2020](#)
[Privacy Act 2020](#)
[Vulnerable Children's Act 2014 Immigration Act 2009](#)
[Health & Safety at Work Act 2015](#)

5. LEGAL COMPLIANCE

The University will ensure in its recruitment, selection and appointment process that it complies with the relevant aspects of legislation and Council policy.

6. RELATED PROCEDURES/DOCUMENTS

[Recruitment procedures](#)

[Appointment of fixed-term and hourly paid staff procedures](#) [Health screening, monitoring and vaccination procedures](#) [Vulnerable Children's Act procedures](#)

[Engagement of independent contractors' procedures](#)

[Academic and Associated Staff Members' Collective Agreement](#) [Allied Staff Collective Agreement](#)

[Additional Remuneration procedures](#)

[Payment of Market Forces Allowances procedures](#) [Relocation of new employees' procedures](#) [Conflict of Interest procedures](#)

7. RESPONSIBILITY

Group Director of People and Culture: will have overall responsibility in relation to compliance with procedures for the appointment of staff.

8. DOCUMENT MANAGEMENT AND CONTROL

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