



Department of  
**Education**

# **Recruitment Selection and Appointment Policy**

Effective date: 12 February 2019

Version: 2.1

Last update date: 24 February 2021

## Table of contents

<b>1. Policy statement</b>	<b>3</b>
<b>2. Policy rules</b>	<b>3</b>
<b>3. Responsibility for implementation and compliance</b>	<b>3</b>
<b>4. Scope</b>	<b>3</b>
<b>5. Supporting procedures</b>	<b>4</b>
<b>6. Definitions</b>	<b>4</b>
<b>7. Related documents</b>	<b>6</b>
<b>8. Contact information</b>	<b>7</b>
<b>9. History of changes</b>	<b>7</b>
<b>10. More information</b>	<b>9</b>
Policy review date	9
Policy last updated	9

## 1. Policy statement

The Department of Education (the Department) recruits, selects and appoints staff based on the principles of merit, equity and transparency.

## 2. Policy rules

Public sector recruitment processes and employment decisions are conducted in accordance with the Public Sector Commissioner's Instructions: Employment Standard and Filling a Public Sector Vacancy.

Department employees who recruit, select and appoint staff must comply with the Department's relevant recruitment, selection and appointment procedures, and staffing processes.

Confidentiality must be maintained throughout the process.

## 3. Responsibility for implementation and compliance

Employees who have delegated authority to recruit, select and appoint staff are responsible for the implementation of the policy.

Line managers are responsible for compliance monitoring.

## 4. Scope

This policy applies to Department employees who recruit, select and appoint staff.

## 5. Supporting procedures

[Recruitment, Selection and Appointment of Staff other than Teachers and School Administrators](#)

[Recruitment, Selection and Appointment of School Administrators Procedures](#)

[Recruitment, Selection and Appointment of Teaching Staff Procedures](#)

## 6. Definitions

### **Employment decision**

A decision to recruit, select, appoint, transfer, second or act an employee.

### **Equity principle**

Employment decisions are impartial and free from bias, nepotism and patronage.

### **Merit principle**

A proper assessment, taking into account:

- the extent to which the person has the skills, knowledge and abilities relevant to the work-related requirements and outcomes sought by the public sector body; and
- if relevant, the way in which the person carried out any previous employment or occupational duties.

### **Notifiable employment decision**

Employment decisions that include:

- an appointment to fill a vacancy of more than six months;
- appointment to fill a vacancy of six months or less if the vacancy was advertised on the basis that the period of the appointment could later be extended to more than six months or made permanent; and
- for selection to form part of an appointment pool.

Notifiable employment decisions do not include:

- transfers; or
- acting appointments unless the vacancy was advertised on the basis that the person appointed could later become permanent.

### **Probation**

Employment on a provisional basis to ascertain suitability for the job.

### **Recruitment**

Process used to attract, assess and select applicants to fill a vacancy.

### **Transparency principle**

Decisions are transparent and capable of review.

### **Vacancy**

A vacant post, office or position within the Public Sector.

### **Workforce Diversity**

The extent to which the demographic profile of an organisation matches the demographic profile of the community it serves; for example, the gender and cultural background of its employees.

## 7. Related documents

### Relevant legislation or authority

[Commissioner's Instruction No.1 - Employment Standard](#)

[Commissioner's Instruction No. 2 - Filling a Public Sector Vacancy](#)

[Commissioner's Instruction No. 7 - Code of Ethics](#)

[Equal Opportunity Act 1984](#)

[Industrial Relations Act 1979](#)

[Public Sector Management Act 1994](#)

### Related Department documents

[Advertising in Public Schools](#)

[Criminal History Screening for Department of Education Sites](#)

[Equal Opportunity, Discrimination and Harassment](#)

[Managing Breach of Public Sector Claims](#)

[Records Management](#)

[Staff Conduct and Discipline](#)

[Staff Induction](#)

[Working with Children Checks in Public Schools](#)

### Other documents

[Create a school workforce plan \(staff only\)](#)

[Government advertising and communications policy](#)

## 8. Contact information

### Policy manager:

Director, Workforce Policy and Coordination

### Policy contact officer:

Manager, Staff Recruitment and Employment Services

T: (08) 9264 5206

## 9. History of changes

<b>Effective date</b>	30 September 2014
<b>Last update date Policy version no.</b>	1.0
<b>Notes</b>	This new policy replaces the Recruitment, Selection and Appointment of Teaching Staff; Recruitment, Selection and Appointment of School Administrators; and Recruitment, Selection and Appointment for Public Service Officers, Other Officers and Wages Staff policies. Endorsed by Director General on 21 August 2014.
<b>Effective date</b>	30 September 2014
<b>Last update date</b>	27 October 2014
<b>Policy version no.</b>	1.1
<b>Notes</b>	Minor corrections. D14/0482632.
<b>Effective date</b>	30 September 2014
<b>Last update date</b>	13 November 2015
<b>Policy version no.</b>	1.2

<b>Notes</b>	Corrected link. D15/0491036
<b>Effective date</b>	30 September 2014
<b>Last update date</b>	31 July 2018
<b>Policy version no.</b>	1.3
<b>Notes</b>	Updated legislation links D18/0207680.
<b>Effective date</b>	9 February 2019
<b>Last update date</b> <b>Policy version no.</b>	2.0
<b>Notes</b>	Recruitment, Selection and Appointment Policy has undergone a major review. Endorsed by Director General at Corporate Executive on 28 November 2018
<b>Effective date</b>	12 February 2019
<b>Last update date</b>	24 February 2021
<b>Policy version no.</b>	2.1
<b>Notes</b>	Minor changes and broken links. D21/0099208



## 10. More information

### Supporting content

#### Procedure

[Recruitment, Selection and Appointment of Staff other than Teachers and School Administrators](#)

[Recruitment, Selection and Appointment of School Administrators Procedures](#)

[Recruitment, Selection and Appointment of Teaching Staff Procedures](#)

### Policy review date

12 February 2022

### Policy last updated

24 February 2021

---