



# RECRUITMENT POLICY

Date of Issue	Review Date
30/06/2018	31/12/2019

## Purpose

The purpose of this Policy and supporting Procedure is to ensure that recruitment by the Agency is effective and efficient, expectations of hiring managers are clear and that the Agency meets its 'good employer' obligations.

## Scope

This policy applies to the recruitment of:

- all advertised fixed term positions
- advertised secondments

It does not apply to:

- fixed term positions of less than three months duration that are not advertised
- secondments of less than three months that are not advertised
- casual positions.

For circumstances noted above where the Recruitment Policy does not apply, applicants must still have a legal right to work in New Zealand (section 5(a)) and credit checks will be undertaken where necessary (section 5(f)).

The engagement of contractors or staff via temp or recruitment agencies is a procurement process and not covered by this Policy.

## Policy objectives

Effective recruitment is one of the ways that the Agency builds its people capability. The Agency's recruitment policy and procedures are supported by the following principles:

- Recruitment and selection decisions are open, honest, consistent and fair
- Selection decisions are merit-based
- Recruitment and selection decisions are professional and objective, with selection based on relevant, specific selection criteria
- All recommendations and decisions are documented
- Diversity is valued
- The privacy of all applicants will be protected, unless disclosure is required by law
- All fixed term vacancies over three months, will be advertised to internal staff thus supporting retention and career development
- Agency staff can seek a review of an appointment and there are clear procedures to support this.

## Help

Should you require help or information about this policy please contact the Chief of Staff.



## Key Accountabilities and Responsibilities

Role	Description of responsibility
Chief Executive	Approves this Policy and any exemptions to the Policy
Chief of Staff	Approves use of external recruitment agency Carries out review of appointment if requested by internal applicant Reviews this Policy annually
Hiring Managers	Seeks approval from one-up manager before commencing recruitment Discusses recruitment needs with Chief of Staff before engaging an external recruitment agency Undertakes all necessary pre-employment and vetting of applicants Responsible for ensuring staff of advised of appointments

## Related policies and documents

- Procurement Policy
- Conflict of Interest Policy
- Privacy Policy.

## Relevant legislation and regulations

- s 60 of the State Sector Act 1988 (the person best suited to the job is appointed to the position), available [here](#)
- s 21 of the Human Rights Act 1993 (selection decisions are merit-based and do not discriminate (either directly or indirectly) or appear to discriminate), available [here](#)
- Privacy Act 1993, available [here](#)
- Employment Relations Act 2000, available [here](#).

## Measures of the success of the Policy

- Percentage of privacy complaints relating to recruitment that are upheld.
- Percentage of appointment reviews that are upheld.
- The annual review of this Policy identifies only minor incidents of non-compliance.

## Compliance Management

To ensure compliance with this policy the Agency will:

- review the outcomes of all privacy complaints and appointment review processes and take appropriate action to amend this Policy if necessary
- promptly implement the findings of any privacy complaint or appointment review
- annually review compliance with this Policy.

## Training and Communication

All staff should have access to this Policy either by being referred to a hardcopy held on site or via the intranet or MAKO.



## Recruitment Policies and Procedures

### 1. Vacancy authorisation

The hiring manager must obtain approval from their one-up manager prior to commencing recruitment for any role. This ensures that an established vacancy actually exists and that funding is available.

### 2. Use of external recruitment agencies

The hiring manager must discuss all recruitment needs and strategy with the Chief of Staff prior to engaging an external recruitment agency. This assists the Agency with controlling costs and helps managers to understand the range of services available before seeking outside assistance.

When an external agency is engaged this must be in accordance with the Agency's Procurement Policy and its obligations under the All of Government recruitment panel requirements.

### 3. Selection

There should be three people on an interview panel, one of whom will be the line manager for the position being recruited. In some circumstances, a minimum of two people on an interview panel may be appropriate.

The hiring manager must ensure that applicants selected for an interview disclose any actual or potential conflicts of interest. Where an applicant has an actual or potential conflict of interest they should be required to acknowledge the potential effect of that conflict of interest on the position they have applied for using the appropriate form.

### 4. Pre-employment vetting and approvals

The Agency will only employ applicants who have a legal right to work in New Zealand. All new employees are required to provide proof of this prior to commencing employment.

Pre-employment reference checks are required for all new employees. An offer cannot be made to the recommended applicant until verbal reference checks of at least two referees have been undertaken. It is preferred that one referee is a current manager.

An offer of employment cannot be made until the selection process has been documented and the written recommendation (e.g. email is sufficient) to appoint approved by the appropriate manager. The approving manager must hold the delegated authority and cannot have been on the interview panel.

If a specific qualification is required to undertake a position (e.g. a law degree for a solicitor role) then validation of the qualifications will be undertaken by the Hiring Manager.

A credit check and Ministry of Justice check will be undertaken for employees who are appointed to roles that hold financial delegations or work in critical financial positions (e.g. in Finance).

Gaining and retaining medical, drug and alcohol clearances for employees who are appointed to safety sensitive roles is fundamental, in addition to a Ministry of Justice check. One of values and operating principles of the Agency is *'health and safety comes first'*.

A national security clearance may be required for some positions (e.g. Private Secretary to the Responsible Minister). If holding a national security clearance is a requirement of the position then the employee will forfeit their position should the clearance not be obtained and/or maintained.

If any required pre-employment approvals are not obtained then the employee may forfeit their employment.



## 5. Privacy

Referee's comments are confidential to the interview panel.

Information provided by referees is normally considered as evaluative or opinion material and as such would not generally be released to the applicant if it was requested. Material will be withheld from applicants where:

- the material was compiled solely for determining the suitability, eligibility or qualifications of an individual, or
- releasing the information would breach an express or implied promise of confidentiality between the referee and the Agency.

The privacy of applicants will be respected. Personal information will not be disclosed to other applicants.

## 6. Appointments

The Hiring Manager is responsible for ensuring appointments are communicated to staff by an appropriate means (email, website etc).

## 7. Internal review

Internal applicants can request a review of the recruitment process if they have a concern about an appointment to a vacancy. Review requests should be made in writing to the Chief of Staff within 10 business days of the appointment being communicated to staff.

## 8. Acting Up as an alternative to recruitment

In some situations it may be more appropriate for an existing employee to take on the responsibilities of a more senior position on a temporary basis than it will be to recruit a new person to take on those responsibilities.

Employees acting in a more senior position may receive a higher duties allowance for the duration of the arrangement.

The higher duties allowance paid to a person acting in a more senior role will be the difference between the employee's existing remuneration and the amount that would be paid to a person with their experience and ability undertaking the more senior position.