



Department of
Education

Recruitment Selection and Appointment Policy

Effective date: 12 September 2019

Version: 2.1

Accurate at the time of printing 29/07/2021.

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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 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

Effective date	30 September 2014
Last update date Policy version no.	1.0

Notes	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.
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Effective date	30 September 2014
Last update date	27 October 2014
Policy version no.	1.1
Notes	Minor corrections. D14/0482632.

Effective date	30 September 2014
Last update date	13 November 2015
Policy version no.	1.2
Notes	Corrected link. D15/0491036

Effective date	30 September 2014
Last update date	31 July 2018
Policy version no.	1.3
Notes	Updated legislation links D18/0207680.

Effective date	9 February 2019
Last update date Policy version no.	2.0
Notes	Recruitment, Selection and Appointment Policy has undergone a major review. Endorsed by Director General at Corporate Executive on 28 November 2018

Effective date	12 September 2019
Last update date	24 February 2021
Policy version no.	2.1
Notes	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 Teaching Staff Procedures](#)

Policy review date

12 September 2022

Policy last updated

24 February 2021
