

Recruitment During COVID-19 (Effective 30 March 2020)

1. **A recruitment freeze** is in place until December 2020 at which point this will be reviewed. This includes:
 - a. Recruitment activities;
 - b. Direct appointments;
 - c. Conversions (CCFE and fixed term to ongoing); and
 - d. Extension of fixed term contracts.

Note: HDAs, TRAs, Position Reclassification requests and Casual recruitment and appointments will be monitored by HR, please discuss with your HRBP.

2. Exceptions

- a. The recruitment freeze does not apply to appointments that are funded fully from external sources.
- b. In any other circumstance where the "hiring area" forms the view an exception should apply based on the criticality of the role and demonstration that the no other University employee could reasonably be deployed to the role the process below applies.

3. Process to be followed to seek an exception under 2(b) above.

Possible exceptions must first be discussed with their relevant [HR Business Partner](#) (HRBP).

The HRBP will discuss the following to determine if a recruitment activity or appointment will proceed:

- a. What is the criticality of this role in the current climate? *Business areas will need to demonstrate why the role is critical, why it needs to proceed now, how proceeding benefits the sustainability of the University's operations.*
- b. Can the position be filled by an internal staff member temporarily until Recruitment recommences again? *This assessment will include consideration of staff who could be deployed from areas across the University due to downturn in work available in their substantive role/s.*
- c. Is there enough work for the employee to work remotely should the University move to the scenario where the Government requires all citizens (other than designated emergency personnel) to remain at home.
- d. Position details including:
 - i. Academic or Professional appointment;
 - ii. Classification of appointment;
 - iii. Recruitment type (fixed-term vs ongoing);
 - iv. Length of appointment and fixed term category type (if fixed-term);
 - v. FTE; and
 - vi. Indicate the impact of not being able to fulfil this position if this was not approved.

4. Options after discussion with HRBP: Based on discussions with the HRBP, the Business area may decide to:

- a. Delay or cease the recruitment activity or appointment; or
- b. Request that the case proceed for consideration of the C-19 Recruitment Panel for their determination.

The HRBP will progress cases for consideration to the C-19 Recruitment Panel via the Director HR.

Panel Members and Role of the COVID-19 Recruitment Panel

COVID-19 Recruitment Panel Members:

1. Arshad Omari (Senior Deputy Vice-Chancellor);
2. Jenny Robertson (Director HR); and
3. Scott Henderson (Vice-President, Corporate Services).

1. The panel will consider cases via circulation of details. The Director HR will inform the relevant HRBP and the Manager, HR Services of the outcome. The HRBP will inform the Business area of the outcome. HR Services will capture all incoming requests and their outcomes for record keeping purposes.
2. The request is either approved or not approved by this panel and the decision will be final.