**Pre-recruitment Checklist**

**Purpose:** To assist the Hiring Manager determine whether to recruit, based on analysing strategic and operational plans.

|  |
| --- |
| **Thinking point 1: Is the local workforce plan aligned with University plans?** |

Action 1: Draft local Workforce Plan, considering:

* + What is the criticality and purpose of the role?
  + [Engaging Minds, Engaging Communities: Towards 2020](http://intranet.ecu.edu.au/__data/assets/pdf_file/0014/433013/engaging-minds-engaging-communities.pdf)
  + [Reconciliation Action Plan](http://www.ecu.edu.au/__data/assets/pdf_file/0009/652788/ECU-Reconciliation-Action-Plan-2015-.pdf)
  + [Disability Access and Inclusion Plan](http://www.ecu.edu.au/__data/assets/pdf_file/0008/396674/ECU-DAIP-2011-2016-Highlights.pdf)
  + Relevant Strategic and Operational Plans
  + Accreditation requirements
  + [ECU Staff Capability Framework](http://intranet.ecu.edu.au/__data/assets/pdf_file/0008/495773/Staff-Capability-Framework.pdf)
  + Funding sources and availability
  + Contract mix in local area (ongoing / fixed term / casual)
  + Known individual plans (eg. retirement / FTE reduction / long-term leave)

|  |
| --- |
| **Thinking Point 2: Gather information on what is working well or needs improvement in the local area.** |

Action 2: Gather and analyse information on current job / team design through:

* + Exit interviews
  + Discussions with staff members
  + Analysing design of comparable high performing work areas
  + Retention rate data
  + Performance data
  + Function timelines (ongoing or short term functions)
  + Academic Promotion rate data *(academic roles only)*
  + Academic roles and levels balance *(academic roles only)*
  + Research output *(academic roles only)*

|  |
| --- |
| **Thinking Point 3: What needs to be adjusted to improve business outcomes and reflect ECU values?** |

Action 3: Consider job / team design:

* + Academic or professional work functions *(if unclear, contact HRSC)*
  + Redistribution, redesign or ceasing of tasks
  + Leveraging existing technology or identifying new technology which may impact processes
  + Flexibility of delivery (eg. telecommuting, part-time, job-sharing, irregular hours)

|  |
| --- |
| **Thinking Point 4: Given the above, is recruitment the best course of action?** |

Action 4A: Proceed with recruitment (Go to Thinking Point 5)

**OR**

Action 4B: Redesign local area job functions and responsibilities. Consider the need for change management.

(End of Pre-recruitment checklist)

|  |
| --- |
| **Thinking Point 5: Does the Position Description accurately reflect the position’s role, accountabilities and**  **Knowledge, Skills and Attributes (capabilities) required?** |

Action 5: If a new or amended Position Description is required contact HRSC.

|  |
| --- |
| **Next Step: Contact HRSC to commence approval process.** |