



Recruitment and Selection Policy

1. Purpose and Scope

The success of King's Own Institute (KOI) relies on its ability to attract the best academic and administrative staff available. Recruitment methods must be fair, ethical, efficient and effective. This policy does not apply to the recruitment and selection of the CEO and President.

2. Related Documents

This policy is to be read in conjunction with KOI's:

- Recruitment and Selection Procedure
- Conflict of Interest Policy and Procedure
- Staff Code of Conduct
- Staff Handbook
- Fairness and Equal Opportunity Policy

3. Policy

KOI is committed to providing high quality programs and services to its students. To support the achievement of this objective, employing the most suitable candidate for a position is paramount.

KOI will ensure it has the open opportunity to attract the best available staff by broadly advertising (internally and externally) all vacant remunerated positions and internship vacancies.

KOI will take all reasonable steps to ensure that applicants are suitably qualified and may be safely entrusted with the duties of their position.

KOI will internally advertise all vacant positions to current staff and students (where appropriate) to encourage career advancement and increase participation.

KOI is committed to providing a work environment that is free from harassment and discrimination. All recruitment and selection procedures and decisions will reflect KOI's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities against the stated requirements for the position. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions, unless specifically justified by inherent requirements of the position or equal opportunity mandates. (See KOI's *Fairness and Equal Opportunity Policy* for more information).

4. Responsibilities

The overriding responsibility for the administration of this Policy and monitoring of its effectiveness rests with the CEO and President.

It is the responsibility of Vice-Presidents, Managers and Supervisors to ensure that:

- they are familiar with the recruitment policies and procedures, and that they follow them accordingly
- staffing levels for their department are determined and authorised
- all roles have current position descriptions that specify role requirements and selection criteria

It is the responsibility of the Human Resources Manager to ensure that:

- Vice-Presidents, Managers and Supervisors are aware of their responsibilities in the recruitment and selection process
- Vice-Presidents, Managers and Supervisors are given continuous support and guidance in recruitment and selection issues



5. Procedure

When it becomes necessary to recruit for a position, the relevant Vice-President or Manager should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

The position recruitment procedure will comprise of internal and external advertisements, which will take place parallel to each other.

Direct internal appointment or promotion may occur whereby a current employee is identified and recommended by the Vice-President or Manager as having met the specific selection criteria for the vacant position and approved by the CEO and President. The approval is then forwarded to the Human Resources Manager.

Document Control

Policy title	Recruitment and Selection Policy
Policy owner	HR Manager
Policy approver	Council on the recommendation of the Audit & Risk Committee
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Changes in this version	Move processes to Recruitment and Selection Procedures. Otherwise minor updates

KOI amends its policies periodically and printed copies of this document, either in part or whole, are considered as uncontrolled and should not be relied upon as the most current document. It is the responsibility of individuals printing the document to always refer to the KOI website for the current version.

***** END OF POLICY *****