

Recruitment, Sourcing and Selection Policy

Effective date	1 April 2020	Policy owner	Chief Executive
Version	1	Policy Section	Employment and HR
Approved by	NZIST Council	Policy review frequency	Annually
Date approved	1 April 2020	Last reviewed	1 April 2020

Purpose

NZIST is strongly committed to a transparent recruitment and selection process that treats all individuals consistently and equitably, and that attracts the best candidates available. Following a proactive, candidate focused recruitment process helps NZIST build a great employment brand.

Scope

This policy applies to the recruitment of all permanent and fixed term positions and internal and external secondments into NZIST. This policy also applies to the sourcing of contractors.

Principles and Expectations

Equal employment opportunities (EEO) nurture and enable a diverse workforce, reflecting community diversity at all levels of NZIST.

In order to provide a robust and consistent approach to all recruitment activities and enhance NZIST's reputation as a good employer, NZIST commits to the following principles:

- Appointment on merit: The selection of a person who is best suited to the position as defined by the selection criteria.
- The selection criteria will be based on NZIST individual job and person specifications.
- Transparency: All permanent recruitment and selection processes are subject to an appointment review under the State Sector Act.
- Fairness: All recruitment and selection processes will be just, impartial and maintain fairness.
- Legal compliance: All recruitment and selection processes comply with the relevant legislation, including the Children's Act 2014, the Criminal Records (Clean Slate) Act 2004, the Employment Relations Act 2000, the Human Rights Act 1993, the Official Information Act 1982, the Privacy Act 1993 and the Immigration Act 2009.
- Timeliness: All recruitment activities and related communications are carried out in a timely manner.
- Within approval: Appointments shall only be made by staff with the appropriate authority to do so.

Candidate Experience

If you are involved in recruitment activity, you must ensure that the candidate experience is one that both engages potential employees and positively promotes the concept of NZIST to all candidates and others who interact with the NZIST.

Pre-Employment Checks

Reference checks must be carried out with at least two work related references before any offer of employment is made.

Ministry of Justice checks and checks under the Children's Act 2014 shall be conducted for everyone who is offered employment. Any offer of employment shall be made subject to a satisfactory Ministry of Justice check being returned.

Credit checks shall be carried out before any offer of employment. Credit checks will only be required in relation to roles which have financial delegations or deal with finances, invoices, purchase orders, billing, procurement, financial or accounting systems or other similar responsibilities.