Monash University Procedure

Procedure Title	**Recruitment of Fixed-Term and Continuing Staff**
Parent Policy	Recruitment, Selection and Appointment Policy
Date Effective	14 November 2016
Review Date	3 years from effective date
Procedure Owner	Executive Director, Monash HR
Category	Human Resources
Version Number	5.1
Content Enquiries	ask.monash or phone Monash HR on 990 20400
Scope	This procedure applies to the recruitment of all fixed-term and continuing staff to the University's Australian campuses, excluding the recruitment of Level E professorial staff. In addition to this procedure, there are specific guidelines available for HR Business Partners, hiring managers and Selection Committee members.
Purpose	The University aims to recruit the brightest and best staff for each and every role. Appointments must be made on the basis of merit, applying the principle of achievement relative to opportunity and adhering to the principles of equity and equal opportunity employment.
	The purpose of this procedure is to advise hiring managers and Selection Committees on the recruitment process and to promote compliance with relevant legislative frameworks.
	All recruitment at the University should be initiated and managed via Rex (Recruitment Express), the University's e-Recruitment system. This is to support consistency and timely recruitment.
PROCEDURE STATEMENT	

1. The hiring manager identifies the need to recruit to a new or vacant position

1.1. Where there is a need to fill a new or vacant position, the hiring manager will:

- ensure that the position has been established by the appropriate delegated authority in the Faculty or Division; and

- ensure that funding is available;

2. The hiring manager discusses the requirements of the role with the HR Business Partner

2.1.   The HR Business Partner will provide advice to the hiring manager on all aspects of the proposed position including:

- considerations within the workforce plan;

- attracting a diverse field of candidates through potential sourcing channels and campaign approaches;

- selection committee membership and training;

- the appropriate mode of employment;

- appropriate advertising channels, including internal and/or external;

- the relevant level of superannuation; and

- whether any pre-employment checks such as working with children or police records checks are required for the position (Recruitment, Selection and Appointment Procedure - Pre-Employment Checks).

2.2.   The HR Business Partner will ensure this advice is provided in accordance with the requirements of the relevant Enterprise Agreement.

3. The hiring manager or the HR Business Partner initiates the recruitment action

3.1.   The hiring manager or the HR Business Partner will:

- enter information regarding the requirements for the position into the Job Request; in Rex;

- for operationally-funded professional (HEW 1-9) staff roles, prepare a statement for the relevant functional head in support of the proposed appointment* (including whether the role is within the workforce plan and full- time equivalent ; and

- upload the final position description; or

- for new or significantly altered positions, the hiring manger will prepare position-specific information about the role to provide to the HR Business Partner who will initiate the process for an updated or new position description.

3.2.   *Where the hiring manager can demonstrate that the skills and specialisation required are unlikely to be found within Monash, the functional head may approve simultaneous internal and external advertising.

4. The HR Operations Centre finalises the recruitment details in Rex

4.1.   The HR Recruitment Team in the HR Operations Centre will administer the recruitment activity and will contact the hiring manager to advise they will be coordinating the process from this point on. The HR Recruitment Team will:

- complete the remaining information in the Job Request in Rex,

- finalise the position description and the draft advertising text, and

- initiate the job request for the approval of the requisition.

5. The delegated authority approves the requisition

5.1. The completed Job Request will then be forwarded electronically via Rex to the relevant approvers.

5.2. Although the required approvals may vary between Faculty/Division, the following table summarises the approvals that are required.

Type of position	Approval of Job Request
Professional Staff – HEW Levels 1 to 9	- Dean or Executive Director - Functional Head*
Professional Staff – HEW Level 10 A to D	Executive Director, Monash HR
Professional Staff – above HEW 10D	Chief Operating Officer and Senior Vice-President
Academic Staff – Levels A to D	Dean or Executive Director (or Pro Vice-Chancellor for the president-led campuses, in consultation with the relevant dean) Job Requests for education-focused or practice academic positions must be endorsed by the Vice-Provost (Learning and Teaching) or Vice-Provost (Academic Performance) respectively.

6. The HR Operations Centre coordinates advertising of the position

6.1. When the Job Request has been approved by the delegated authority, the HR Recruitment Team will coordinate the advertising of the position.

6.2. All operationally-funded HEW 1-9 professional staff roles will be sourced simultaneously via internal advertising and Mobility@Monash. If no successful candidates are identified through internal advertising, then the role may be advertised externally.

6.3. New or vacant fixed-term and continuing positions must be advertised and follow the selection process below, except:

- fixed-term positions for less than 12 months (HEW1-9);

- HEW1 and 2 professional staff appointments;

- direct appointments made in accordance with the Recruitment Selection and Appointment Procedure - Direct appointments; and

- positions where a search is being conducted by an approved recruitment agent or using a targeted search plan approved by the Executive Director, Monash HR.

6.4. The HR Recruitment Team will advise the hiring manager of any senior managerial directives applicable to the particular recruitment activity.

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6.5.   The HR Operations Centre will administer the process for advertising the position. This includes:

- liaising with the University's Placement Coordinator to identify any suitable redeployees (in accordance with the Leaving Monash Procedure - Redundancy and redeployment);

- identifying any suitable indigenous candidates in consultation with the Advancing Indigenous Employment Coordinator;

- advising the hiring manager on any current advertising restrictions or other relevant operational practices;

- providing advice on the appropriate sourcing of candidates;

- ensuring the sourcing strategy is designed to attract a diverse field;

- considering the strategies outlined in the targeted search plans for the [recruitment of women webpage](#);

- liaising with the hiring manager on any particular advertising requirements for the position; and

- administering the placement of the advertisement/ s on the Jobs at Monash Website and other online job boards and print publications.

6.6.   The standard advertising period is two weeks. All positions will be advertised internally, including via Mobility@Monash for a minimum of seven working days. Where external advertising has been approved by the functional head, positions should be advertised externally for a minimum of five working days. There is no maximum period.

6.7.   There will be no cost to the Faculty or Division for any advertising on the University's internal job board, Jobs at Monash and various external online job boards with which the University has a standing account (eg. Seek, UniJobs). Any advertising on job boards that are not centrally-funded or in the print media must be approved by the staff member with financial delegation and paid by the relevant faculty/division.

7.   The Selection Committee is convened

7.1.   The selection process for all positions within the scope of this procedure will be coordinated by the HR Recruitment Team.

7.2.   To ensure timely recruitment, the hiring manager should advise the HR Recruitment Team of the Selection Committee membership at the time of requisition.

7.3.   The HR Recruitment Team will:

- ensure that the proposed Selection Committee membership meets the requirements of this procedure;

- record the Selection Committee members in Rex so that they are able to view the applications in Rex; and

- provide procedural advice and support to the chair throughout the selection process.

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7.4.   A member of the HR Recruitment Team (or the HR Business Partner, if required) can brief the Selection Committee on procedural matters and provide advice regarding the interview and selection process. Typically, he/she will not be a member of the Selection Committee unless the position is a HR-related role.

7.5.   The Selection Committee must be chaired by someone with the delegated authority to select the successful candidate as outlined in the table below. Where the person with that delegation is unable to chair the selection committee, s/he must nominate someone to act as chair and to recommend a suitable candidate on his/her behalf.

Type of position	Selection Committee Chair
Professional Staff – HEW Levels 1-9	Dean or Executive Director or equivalent
Professional Staff – HEW Level 10A-D	Provost or Chief Operating Officer and Senior Vice-President
Professional Staff – Above HEW Level 10D	Vice-Chancellor or Chief Operating Officer and Senior Vice-President
Academic Staff – Levels A to D	Dean

7.6.   The chair is required to:

- be trained in staff selection or equivalent (list of trained selectors, staff selection training);

- ensure that the selection process is conducted in accordance with the requirements of this procedure; and

- ensure that all materials and records regarding the selection process are stored confidentially at the end of the selection process.

7.7.   Selection Committees must:

- for HEW 1-9 operationally-funded roles that have been advertised internally only, consist of a minimum of two panel members;

- for all other roles, include at least three people (where there are five or more on a Selection Committee, at least two must be trained in staff selection or equivalent, including the chair);

- have as close to equal representation of both sexes as practicable with a minimum of one-third each;

- have sufficient knowledge, experience and understanding of the vacant position and the skills required to perform the role;

- include the supervisor of the position where possible; and

- bring objectivity to the decision making process.

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7.8. All members of a Selection Committee for an academic position must be academics, except where there is a reasonable expectation that a professional staff member may add value to the selection decision. In addition to the Selection Committee Chair, as outlined in the table above, the Selection Committee requirements for academic staff recruitment are summarised in the following table.

Academic position	Additional required membership
Assistant Lecturer / Lecturer / Senior Lecturer (Levels A-C)*	Head of unit (or in non-departmentalised faculties, a professor or other academic senior member of staff)
Associate Professor (Teaching and Research, Level D)*	Six committee members including: • Provost or nominee; • Head of unit (or Deputy or Associate Dean, where there is no head of unit); • a professor from the faculty or from a cognate area; • an academic staff member from the faculty in a cognate area; and • an external member who has expertise in the discipline (drawn from outside the University).
Research-only positions (all levels)	Chief Investigator
Education-focused position	• As above for academic levels B to D and the Vice-Provost (Learning and Teaching); or • nominee

*Includes practice academics

7.9. At all stages of the selection process, the Selection Committee is expected to ensure that:

- the selection process is given a high priority in order to effect a timely resolution;

- the selection process is based on merit and consistent with the University's equal opportunity and ethics principles;

- the achievements of all candidates are assessed relative to opportunity (for further information on "achievement relative to opportunity" see the Guidelines for Decision Makers on Assessing Achievement Relative to Opportunity);

- all personal information is protected and only used for the primary purpose of assessing the suitability of the candidate for the position (for more information on privacy see the Conduct and Compliance Procedure - Privacy);

- all selection materials are returned to the chair of the Selection Committee at the end of the selection process; and

- any potential conflict of interest is declared prior to the Selection Committee convening (for example, if any of the applicants is a relative or close friend - see the Conduct and Compliance Procedure - Conflict of Interest).

8. Step 8: The Selection Committee shortlists applicants for interview

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8.1.   The Selection Committee will be able to view all applications in Rex and shortlist the appropriate candidates for interview.

8.2.   In short-listing, the Selection Committee must ensure that all candidates selected for interview meet the eligibility criteria. For positions that involve teaching, this includes a qualification at least one [Australian Qualifications Framework (AQF) level](#) higher than the program being taught, or equivalent relevant academic and professional or practice-based experience and expertise.

8.3.   Where a candidate does not hold the appropriate AQF qualification, the Selection Panel must consider a range of matters when determining equivalent experience, including (but not limited to):

- the extent to which a candidate's professional experience demonstrates his/her specific knowledge and skills, and his/her capacity to establish the learning outcomes required of the relevant AQF level;

- the length of time a candidate has spent working in a relevant profession and his/her leadership and achievements in that field;

- alternative training and/or qualifications and/or awards that demonstrate the candidate's leadership or expertise in the field of education.

8.4.   For further guidance with regard to determining equivalent experience, the Selection Committee should refer to the [Teaching and Research Descriptors](#) for academic staff and the relevant [faculty framework](#) for assessing equivalence.

8.5.   Additionally, the Selection Committee must:

- objectively and impartially assess each applicant's ability to perform the role against the selection criteria;

- assess the achievements of the candidates relative to opportunity (for further information on "achievement relative to opportunity" see the [Guidelines for Decision Makers on Assessing Achievement Relative to Opportunity](#));

- decide which applicants will be interviewed (usually by consensus but by majority vote where there is disagreement and with the ultimate decision resting with the chair);

- aspire to shortlist female candidates at least in proportion to the number of female applicants for the position; and

- notify the HR Recruitment Team of the candidates that will be interviewed and those that have been eliminated from consideration.

8.6.   The HR Recruitment Team will:

- notify the candidates who have not been selected for interview via Rex; and

- invite the shortlisted candidates to be interviewed within one week of the closing date of applications, where practicable.

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9.   The Selection Committee interviews candidates

9.1.   The HR Recruitment Team will:

- coordinate the interviews for the Selection Committee;

- develop an initial set of behavioural interview questions that assess the key selection criteria; and

- provide advice to the Selection Committee on behavioural interview techniques and selection best practice.

9.2.   The Selection Committee will:

- finalise the interview questions based on the draft provided by the HR Recruitment Team;

- ask each candidate the same core set of questions to provide a consistent basis for comparison;

- assess the achievements of the candidates relative to opportunity (for further information on "achievement relative to opportunity" see the Guidelines for Decision Makers on Assessing Achievement Relative to Opportunity);

- confirm required qualifications or deemed equivalence and/or work rights;

- treat candidates in an equal and uniform manner consistent with equal opportunity principles;

- outline the benefits of the role and working for the University;

- discuss the standard remuneration package, including the base salary being offered; and

- at the end of the interview process, evaluate the candidates and rank them applying consistent criteria.

Note that any non-standard remuneration discussions must be undertaken on the authorisation of Manager, Remuneration and Senior Appointments.

9.3.   The Selection Committee may supplement the selection process with additional assessment of specific key selection criteria such as use of a work test, conduct of a demonstration or work samples.

9.4.   The decision of the Selection Committee should ideally be unanimous. Where there is disagreement, the decision will be made by majority vote. However, the ultimate decision will rest with the chair as the person with the delegated authority to select the successful candidate.

9.5.   A proposed appointment to a practice academic role must be endorsed by the Vice-Provost (Academic Performance) prior to an offer being made.

9.6.   Where the preferred candidate is an existing staff member, the HR Recruitment Team will determine if the process should be managed as a secondment or transfer in accordance with the Workforce Management Procedure – Secondments and Transfers.

9.7.   Where there is no appointable candidate identified through the selection process, the chair will liaise with the HR Business Partner or HR Recruitment Team to determine the best way to proceed.

10. The Selection Committee conducts reference checks

10.1. Reference checks are an integral part of the selection process and must be conducted for any preferred candidates. Reference checks can be conducted at any time during the recruitment process and can be written or verbal.

10.2. The panel member nominated to complete reference checks will then:

- contact the nominated referees;

- to the extent possible, ask each referee the same core set of questions to provide a consistent basis for comparison;

- ask questions that align with the key selection criteria;

- ensure all questions are in line with equal opportunity principles;

- communicate the results to the other members of the Selection Committee; and

- ensure that all documentation related to the reference check process is stored confidentially at the completion of the checks.

10.3. Only referees who have been nominated by the candidate may be contacted. Where the Selection Committee wishes to consult other persons, the candidate must be informed who they are and provide consent before that person/s is contacted.

11. The Selection Committee chair advises all candidates of the outcome of the interview

11.1. The chair of the Selection Committee should contact the preferred candidate to verbally offer the position. If the preferred candidate accepts the verbal offer, the chair should discuss the next steps in the recruitment process and should confirm and verify where required:

- the anticipated start date for the candidate;

- the standard remuneration package, including the base salary being offered; or

- the non-standard remuneration package (on advice from Manager, Remuneration and Senior Appointments);

- probation requirements for the role; and

- work rights, qualifications and/or any associated visa requirements.

11.2. Following acceptance of the offer by the preferred candidate, the chair of the Selection Committee should contact all the candidates who were interviewed by telephone to advise them of the outcome of the selection process and to provide feedback to the candidates. Where necessary, the chair may seek advice from the HR Recruitment Team on how to provide feedback.

12. The Selection Committee chair notifies the HR Recruitment Team of the successful candidate

12.1. The chair must then notify the HR Recruitment Team of the successful candidate by email, providing as much detail about the appointment as possible.

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13. Monash HR issues the formal offer of employment

13.1. The HR Recruitment Team will then:

- complete the appointment information in Rex to generate the letter of offer; and

- forward the letter of offer and associated documentation to the appointee through Rex.

13.2. If the appointee lives temporarily interstate or overseas while working on particular Monash projects, the HR Recruitment Team must contact Workplace Relations to establish whether the University is required to take any action to ensure the staff member is covered for WorkCover purposes.

13.3. The HR Recruitment Manager has delegated authority to issue standard contracts of employment for academic staff levels A to D, and for professional staff – HEW Levels 1-9.

13.4. All contracts of employment for HEW Levels 10 and above including any non-standard contracts at this level will be issued by the Manager, Remuneration and Senior Appointments, Monash HR.

13.5. The following positions have delegated authority to vary the standard terms of appointment for all academic and professional staff:

Type of variation	Authorised delegate
Minor variations not related to remuneration or entitlements	Director, Workplace Relations
All other variations	Chief Operating Officer and Senior Vice-President

13.6. The HR Recruitment Team will manage the appointment process through to induction and on-boarding.

Maintaining recruitment records

13.7. At the end of the recruitment process, the Selection Committee members must ensure that:

- all hard-copy interview forms, notes and referee reports are stored confidentially; and

- all application materials are securely destroyed.

13.8. The HR Recruitment Team will maintain a recruitment file for each recruitment activity and will ensure that:

- all qualifications or equivalent academic and/or professional experience is recorded;

- all records relating to the successful candidate are retained for two years; and

- all records relating to the unsuccessful candidates are securely destroyed after six months.

13.9. All documentation, including written notes can be subject to a Freedom of Information application.

13.10. Information relating to the recruitment activity should not be included on the incumbent's personnel file.

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14. Responsibilities

Vice-Chancellor

14.1. On advice from the Chief Operating Officer and Senior Vice-President, the Vice-Chancellor is responsible for approving the establishment of professional staff positions above HEW level 10D.

Chief Operating Officer and Senior Vice-President

14.2. The Chief Operating Officer and Senior Vice-President is responsible for:

- recommending the establishment of professional staff positions above HEW Level 10 to the Vice-Chancellor;

- approving requests to advertise and waiving advertising requirements for professional staff above HEW Level 10;

- approving the selection of a successful candidate for professional staff – HEW Level 10 and above; and

- approving all variations to the standard terms of appointment, other than those delegated to the Director, Workplace Relations.

Dean or Executive Director

14.3. The Dean or Executive Director is responsible for:

- approving the establishment of academic positions (Level A to D) and professional staff positions - HEW Level 1 to 10 - 10D;

- approving requests to advertise or to waive advertising requirements for professional staff positions – HEW Level 1 to 9;

- as chair of the Selection Committee, approving the selection of successful candidates to professional staff positions – HEW Level 1 to 9; and

- as chair of the Selection Committee, approving the selection of successful candidates to academic positions at Levels A to D.

Hiring Manager

14.4. The hiring manager is responsible for:

- ensuring that the position is established by the relevant delegated authority in the Faculty or Division and that funding is available;

- discussing the requirements of the role with the HR Business Partner;

- entering information into the Job Request regarding the requirements for the position;

- preparing a statement for the functional head in support of a proposed professional appointment (including the proposed advertising channel);

- providing a copy of the position description if available;

- providing position-specific information via Rex and to the HR Business Partner;

- being a contact point for enquiries about the advertised role; and

- as supervisor of the position, being a member of the Selection Committee.

Chair of the Selection Committee

14.5.   The chair is ultimately responsible for selecting the successful candidate and ensuring that the selection process is conducted in accordance with the requirements of this procedure.

Selection Committee

14.6.   The Selection Committee is responsible for:

- reviewing all applications and short-listing candidates for interview;

- interviewing short-listed candidates in accordance with the requirements of this procedure;

- confirming the successful candidate has the requisite qualifications or equivalent academic and/or professional experience for the role;

- conducting referee checks for the preferred candidates;

- notifying all interviewed candidates of the outcome of the interview (preferably the chair) and offering feedback; and

- representing the University appropriately to all candidates.

Monash HR

Executive Director, Monash HR

14.7.   The Executive Director, Monash HR is responsible for approving requests to advertise, or waiving the advertising requirements for professional staff positions – HEW Level 10A to D.

Director, Workplace Relations

14.8.   The Director, Workplace Relations is responsible for approving minor variations to the standard terms of appointment that are not related to remuneration or entitlements.

HR Business Partner

14.9.   The HR Business Partner is responsible for:

- providing advice to the hiring manager on all aspects of the proposed position in accordance with the requirements of the relevant Enterprise Agreement and University policy;

- assisting the hiring manager with initiating the recruitment action in Rex; and

- where required, arranging for the professional staff position description to be classified by the HR Operations Centre.

HR Recruitment Manager

14.10.   The HR Recruitment Manager is responsible for issuing standard contracts of employment for academic staff levels A to D and professional staff – HEW Levels 1 to 9.

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HR Recruitment, HR Operations Centre

14.11. The HR Recruitment Team in the HR Operations Centre is responsible for:

- timely and accurate completion of the Job Request, including the position description and finalising the advertising text;

- ensuring the requisition of the position has been approved by all the relevant approvers in the Faculty/Division;

- providing expert advice and support to the Faculty/Division and Selection Committee on best practice recruitment and selection techniques and practices;

- providing procedural advice to the Selection Committee;

- developing an initial draft of interview questions and reference check questions;

- on notification of the successful candidate from the chair of the Selection Committee, administering the appointment process;

- providing advice to the hiring manager and the Selection Committee throughout the recruitment process;

- maintaining recruitment files in accordance with the requirements of this procedure and destroying documentation within the designated timelines;

- ensuring the proper execution of this procedure for all recruitment activities.

Manager, Remuneration and Senior Appointments

14.12. The Manager, Remuneration and Senior Appointments is responsible for:

- providing expert advice to HR Recruitment Team on the proper execution of the Level D academic appointment process

- determining the appropriate remuneration and terms and conditions of appointment for HEW Level 10 positions and above;

- issuing all contracts for HEW Level 10 positions and above, and

- confirming any non-standard remuneration/contracts for academic appointments.

Responsibility for implementation	
Status	Revised
Approval Body	**Name:** Executive Director, Monash HR **Date:** Date approved
Definitions	**Achievement relative to opportunity**: is an evaluative framework in which the overall quality and impact of achievements is given more weight than the quantity, rate or breadth of particular achievements. Assessing achievements relative to opportunity involves giving consideration to circumstances, arrangements, career histories and overall time available to the staff member. This in turn allows appropriate evaluation of achievements in relation to:

- the quantum or rate of productivity,
- the opportunity to participate in certain types of activities, and
- the consistency of activities or output over the period of consideration.

Achievement relative to opportunity is a positive acknowledgement of what a person can and has achieved given the opportunities available and is not about providing "special consideration" or expecting lesser standards of performance.

Advertising channels: refers to the internal and external mediums used to advertise the role, including but not limited to online and print media.

Chair: is the chair of the selection committee and is the person with the delegated authority to select the successful candidate (or a nominee of the person with the delegated authority).

Dean or Executive Director: means the dean of the faculty or executive director or his or her nominee in any case where the dean or director has formally nominated a person to act as his or her nominee for the purpose.

Education-focused: is a sub-category of teaching and research employment for academic staff whose primary role is to provide a high standard of learning and teaching, educational design and delivery and educational leadership.

Functional Head: is usually the Executive Director of a particular administrative function who has the responsibility for approving professional staff positions where the primary professional function of the role falls within their administrative portfolio (eg. the Executive Director, Monash HR is the Functional Head for all HR activities at the University and approves all professional staff roles that primarily perform an HR-related role).

Head of unit: is ahead of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as his or her nominee.

Hiring manager: is the manager responsible for filling the vacancy, usually the supervisor of the position.

HR Business Partner: is a key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.

HR Operations Centre: is a centralised HR team that brings together the HR Advisory, HR Business Support and HR Recruitment functions. The HR Operations Centre delivers a broad range of HR operational services at all stages of the employee lifecycle including recruitment and appointment of staff, staff enquiries and contract renewals.

Job Request: is the on-line form in the e-Recruitment System (Rex) used to communicate the specific requirements for a particular position.

Position description: describes the organisational location, primary objectives, key responsibilities and the key selection criteria for a position. Each fixed term or continuing position should have a position description.

President-led campus: refers to the University's campuses which have local governance and independent budgetary control, including Monash University Malaysia.

Practice: is a sub-category of teaching and research employment for

	academic staff engaged from a clinical or professional practice background.
	Selection criteria: specify qualifications, knowledge, experience and demonstrated abilities required to perform the duties and responsibilities of the position.
	Sourcing channels: refers to the method in which a candidate is attracted to the available role. This could be, but not limited to, online and print advertising, networking, direct search and talent mapping.
	Relevant Enterprise Agreement: means the Enterprise Agreement that applies to a particular staff member. The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 will apply to academic and professional staff at the University and, depending on the services provided by a trades and services staff member, the Monash University Enterprise Agreement (Trades and Services staff - Building and Metal Trades Staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 will apply.
	Rex: is Recruitment Express, the University's online recruitment system. Rex is used to manage the end-to-end recruitment and appointment process for all Monash employees and visitors. Rex is also used to manage the on-line application process for other University programs and initiatives.
Legislation Mandating Compliance	
Related Policies	- Recruitment Selection and Appointment Procedure - Recruitment of casual and sessional staff - Recruitment Selection and Appointment Procedure - Direct appointments - Recruitment Selection and Appointment Procedure - Recruitment of Level E professorial staff - Recruitment Selection and Appointment Procedure - Pre-employment Checks - Recruitment Selection and Appointment Procedure - Adjunct Appointments (academic staff) - Recruitment Selection and Appointment Procedure - Honorary Appointments (professional staff) - Recruitment Selection and Appointment Procedure - Probation and confirmation of academic appointment - Recruitment Selection and Appointment Procedure - Professional Staff probation
Related Documents	- Recruitment Guidelines - Guidelines for Decision Makers on Assessing Achievement Relative to Opportunity - Teaching and Research Descriptors - Position description (PD) template [Word] or [PDF] - Position Description Lecturer (Education-focused) [word]

	• [Position Description Senior Lecturer (Education-focused) [word]](#)
	• [Position Description Associate Professor (Education-focused) [word]](#)
	• [Position Description Professor (Education-focused) [word]](#)
	• [Recruitment Process Flowchart (PDF)](#)
	• [Higher Education Standards in Teaching](#)