



HR Information Update #3

Organisational Renewal Project is in the process of implementing new developments.

What's New?

It's happened! Applicants are no longer required to write a separate statement to address the selection criteria.

Current general staff can participate in a fast track appointment into a higher level or two.

Changes to the selection policy

- ☆ We've removed the hurdles for applicants and provided more helpful information on what it's like to work at UWA to encourage them to apply.
- ☆ We've amended the selection policy, introduced flexible procedures, web info, tools and templates, provided workshops to staff on the changes and refined the supporting information.

What are the features?

Applicant–

- Submits a covering letter and a résumé (optional for applicant to write separate statement)
- Sees résumé examples and helpful hints on the web
- Can submit a late application for positions advertising this feature

Manager/Supervisor recruiting staff –

- Targets the applicants they wish to attract with a search plan
- Can track how applicants respond to a vacancy

Selection Committee –

- Expected to keep selection skills current using training and online resources
- Identifies the desired behaviours expected in each selection criterion
- Assesses these behaviours from short-listing through to reference checking
- Promotes the attractions available to staff
- Keeps applicants informed and interested
- Can check on applicant authenticity

What & where are the tools?

- [Selection policy](#), guide, HR toolkit
- Applicant Details form and [how to apply](#)
- [Staff benefits](#) available, [what staff say](#)
- [Fast track appointment policy](#)

Fast track appointment policy

- ☆ General staff need to be recognised and rewarded for their work performance, particularly when they are capable of working effectively in a higher position. Managers need to be able to retain staff and act quickly.

What are the features?

Manager/Supervisor -

- Applies an open and transparent process
- Fast track appointments are not advertised but are posted for all staff to view for up to 5 days at jobs.uwa.edu.au
- Nominates an eligible staff member who can meet the selection criteria for appointment 1-2 levels to a higher position

Non-Nominated Staff -

- May make a claim that they meet or exceed the selection criteria for the position and if upheld triggers the full advertising of the position

Coming Soon...

✧ **Workforce planning**

Using HR Discoverer reporting tools and workforce planning expertise to identify critical staffing areas and succession planning needs

✧ **Preparing to Recruit & Attract Staff policy**

Provides targetted attraction and search strategies to recruit talented staff

✧ **Short Term Recruitment Providers policy**

Identifies preferred providers for the recruitment of administrative staff; establishes a framework to identify service expectations of any provider.

✧ **New look web pages**

Over time HR will be reframing the content of its web pages to improve navigation and will work with the Web Office Project to introduce the new format commencing with [careers opportunities](#).

Want more info?

Workshops for managers and supervisors on staff selection are available in 2008.

See the [OSDS](#) calendar. HR staff will be giving staff briefings on fast track appointment; for further information on fast track appointment please contact the Manager, HR Services, Mark David x2144.

Miss the 2nd issue?

See under Circulars [HR Info Update # 2](#).

Feedback?

Please contact the Project Officer, Lea Towler x7473 or email lea.towler@uwa.edu.au