References

Recruitment and Selection

The University asserts that its staff are its greatest asset and that it holds all the various categories in equal esteem.

2.7 References

References provide useful additional information concerning candidates, and can significantly aid recruitment recommendations and decisions. Referees, who should always be persons with current knowledge of the candidate, are provided with copies of the advertisement and the job description and are asked to provide their opinion of the candidate’s suitability for the post.

The Personnel Office will circulate the references to all members of the Selection Board on the day of the interview. In the event of a reference not being received by the Personnel Office prior to the interview, the interview process will continue as planned.

Procedures for References

With the possible exception of the current employer, written references will be sought prior to the final interview for all candidates for academic positions and for administrative/support staff positions of Administrator I or higher.

When inviting candidates to final interview, permission to seek a reference from their current employer will be sought. It is recognised that some candidates may prefer not to give this permission until after the interview stage and the offer of a position is likely.

In any event, candidates for all permanent and long term contract positions will only be formally offered a position by the University on receipt by the Personnel Office of three written references (including that from the current employer) which are deemed satisfactory to the University.

Over-reliance on written references is not recommended and verbal references may always be obtained by the Director of Personnel (or nominee). This can improve the benefit of references in the selection process. In such cases an accurate summary of the conversation should be recorded in a written note and kept with the written references.

Canvassing

Representations on behalf of an applicant, including unsolicited recommendations, will be treated as canvassing. Canvassing seeks to establish an unfair advantage for one applicant relative to others and may result in disqualification of that applicant.

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