



# Direct Appointment Guideline

## What is it?

RMIT is committed to appointing people to roles using fair, transparent recruitment processes that are free from unlawful discrimination and provide equitable opportunities to all qualified candidates.

This guideline outlines the circumstances when direct appointments are possible, and if so, what the process involves. Consideration should always be given to the internal workforce in the first instance.

## Who is it for?

This policy applies to all vacancies within the RMIT Group, subject to relevant legislation and employment terms.

## Direct Appointment Process

A direct appointment occurs when a person is offered and accepts a role where key stages in the standard recruitment and selection procedure are intentionally excluded in the process. For example where a role is not advertised and a single identified person is offered the role (with or without some level of assessment) without needing to compete against others.

1.1 Direct appointments may be possible as part of the hiring process to:

- appoint an internal candidate with relevant knowledge, skills and experience who meets the requirements and criteria for the role as specified in the position description
- appoint an external candidate with significant leading status or international recognition in their field or a rare, exceptional skillset
- appoint a candidate when it is demonstrated that advertising will not provide a more suitable candidate or a greater advantage to RMIT
- appoint a candidate who was a previous applicant for the same or similar position, deemed appointable within the past 12 months
- meet the needs of ongoing research or another project

All these circumstances are subject to approval. The only time a hiring manager direct appointment request is guaranteed approval is if it is to appoint a redeployee.

1.2 Hiring managers considering direct appointments must consider:

- potential opportunities for redeployees. As per EA obligations, the Talent Acquisition team must be consulted to cross-check the current redeployment list
- the option to advertise internally to support internal mobility
- potential opportunities for internal candidates and whether there are multiple employees who may have the skills and knowledge to perform the role.. Managers should be aware of the impact to

their team if they choose to directly appoint someone rather than give opportunity to the broader team

- any other possible advertising to support a diverse candidate pool
- how the appointment supports RMIT's commitment to gender-balanced representation in all areas and compliance with relevant equal opportunity legislation
- how to incorporate Achievement Relative to Opportunity principles into the appointment process
- any potential and/or actual conflict of interest as required by the [Conflict of Interest policy](#) (For example, a hiring manager cannot appoint a candidate with whom they have a close personal relationship; the hiring manager's manager must authorise such appointments.)
- that checks of qualifications, working rights, Working with Children Check, security clearances and all other mandatory requirements cannot be avoided as part of a direct appointment and employment is dependent upon satisfying all such requirements
- that there is appropriate rationale and process around determining that the candidate possesses the relevant knowledge, skills and experience to meet the requirements and criteria for the role as specified in the position description
  - **for Academic Positions:** academics will need to be assessed for their suitability for the particular role *and* the level of appointment. It is essential to ensure there is consideration of the [Academic promotion process](#).

1.3 All nominations or recommendations for direct appointments must contain the following information and require the relevant approval prior to commencing the appointment process:

- a) the rationale for the appointment, for example, whether it is:
  - a. the filling of a vacant position
  - b. the filling of a vacant position in a field other than that vacated
  - c. the establishment of a new or further position within the portfolio, discipline or school
- b) the grounds on which the appointment is made in relation to clause 1.1
- c) whether the potential appointee is external or internal
  - a. external appointments must provide two written reference checks and their current resume
- d) proposed term of appointment or if the appointment is continuing
- e) position description outlining the requirements and criteria for the proposed role
- f) the candidate's experience, qualifications, record of achievement (Academic roles) and details their current position (if any) within another organisation or across RMIT
- g) if the proposed appointment would result in an increase in classification level, a case outlining how the potential appointee meets the requirements, expectations and/or benchmarks for the higher classification
- h) position funding source (new positions only)
- i) any specific strategic support requests of RMIT (beyond those to which the appointee would normally be entitled)

- Hiring managers should discuss this information with their People Partner to ensure the correct process is followed.
- [The Workforce Screening Australian Standard 4811-1022 will need to be applied for Defence roles.](#)

#### 1.4 Other considerations:

- The probation period generally applies only once at RMIT, irrespective of whether a staff member commences in a new role (refer to [Employee Probation Procedure](#) for further information and periods). As such, extending or applying a new probation won't apply unless in special circumstances, by negotiation and with relevant approval. Consequently, it is important to ensure the person meets the requirements of the role
- If local interviews are to be held to discuss the role, with the employee/candidate who is being considered to be directly appointed a third person from another area of the organisation should be involved to provide input into the decision
- For professional staff, direct appointments can be applied to any HEW or classification level up from the incumbent's current position. However, this will generally be limited to one level above current classification level. The bigger the gap in the HEW levels, the greater need to consider the requirements of the role and whether a recruitment process should be followed to consider other candidates who may be suitable. The process should demonstrate consideration of how the employee is capable of performing the core skills and requirements of the role at the higher HEW level.
- For Academic Staff, promotion to a higher level will usually only occur in conjunction with the relevant Academic Promotion Policy/Process.
- Engage your People Partner early in the process for advice relevant to your situation.

## More Information

- Employee Lifecycle [Policy](#)
- Academic Promotion [Policy](#)
- Recruitment and Selection [Guideline](#)
- Induction [Guideline](#)
- Casual Employment [Guideline](#)
- Staff Secondment [Guideline](#)
- Achievement Relative to Opportunity [Guideline](#)
- [Workforce Screening Australian Standard 4811-1022](#)

## Document history

Version	Last updated	Authority	Author
1.0	21 October 2021	Employee Lifecycle Policy	Senior Manager PWR
2.0	26 April 2024	Employee Lifecycle Policy	Director, Talent