

Policy and Procedure Register updates

Summary of changes to:

Recruitment and selection policy

1. Reason for new/updated policy or procedure *(select all that apply)*

- | | |
|--|---|
| ☐ Change of policy/procedure requirements | ☐ Audit/review recommendation |
| ☐ Change to legislation/delegations | ☒ Due for review ☐ Other |

The policy has been reviewed and updated for the first time since 21 September 2020 to ensure it remains current and aligned with [Recruitment and selection \(Directive 07/23\)](#).

2. Summary of changes

The policy has been updated to reflect the current recruitment and selection framework and the requirements of the [Recruitment and selection \(Directive 07/23\)](#).

The key substantive change is the removal of references to the merit principle and its replacement with the requirement to select the eligible person best suited to the position. This reflects the terminology and approach established by the current Directive and provides greater clarity about the basis on which recruitment and selection decisions are to be made.

The policy has also been rewritten to align with the updated PPR policy template. As part of this process, the content has been reviewed, updated and restructured to remove outdated information, clarify requirements and improve the consistency of guidance.

The changes are to ensure the policy accurately reflects current requirements rather than introduce new recruitment or selection obligations for employees.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☐ Yes ☒ No

4. Communication and support for implementation

No formal training is planned as the policy changes do not introduce changes to the recruitment and selection processes currently undertaken by hiring managers. The updates align the policy with the current recruitment and selection framework and update terminology and guidance.

A targeted communication campaign will support implementation and raise awareness of the updated policy. This will include reminder emails to Regional HR Business Partners, Corporate HR and HR Support teams, as well as broader staff communications through OnePortal News and a ConnectED article.

For further assistance, please contact:

For all recruitment related enquiries contact Human Resources:

Non-teacher recruitment

Email: recruitment.humanres@ged.qld.gov.au

Phone: 3055 2650

Classified teacher recruitment

Email: recruitmentteaching.humanres@ged.qld.gov.au

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Teacher recruitment

Email: teachqueenslandrecruitment@ged.qld.gov.au

Phone: 1300 131 547

Policy effective: 27 January 2027, version 2.0



Recruitment and selection policy

Version: 2.0 | **Version effective:** 27/01/2027

Audience

All Department of Education (department) employees, excluding contractors and the Director-General.

Purpose

This policy outlines the principles and requirements that apply to the recruitment and selection of departmental employees.

Policy statement

The department is committed to attracting, recruiting and selecting the person best suited to each vacancy.

Principles

Principle	What this means for the department
Eligible person best suited to the position	- Select the person best suited to the position based on a holistic assessment of all eligible applicants. - Confirm that applicants meet the requirements of the role, including any qualifications, registrations and work rights in Australia. - Assess applicants against the skills, knowledge, experience, capabilities and personal qualities relevant to the position. - Consider previous performance and potential for future contribution.
Fair and transparent processes	- Apply fair, consistent and transparent recruitment and selection processes. - Provide clear information about the position, process and requirements. - Apply selection criteria consistently to all applicants. - Base selection decisions on suitability and relevant evidence.

Principle	What this means for the department
	Ensure panel members are appropriately qualified and understand their responsibilities and obligations.
Objectivity, fairness and equity	- Make recruitment and selection decisions objectively and without bias, favouritism or discrimination. - Ensure decisions properly consider and are compatible with human rights. - Base decisions on the genuine requirements of the position and evidence of suitability. - Apply recruitment and selection requirements consistently and equitably.
Accessibility	- Design recruitment and selection processes to be accessible, inclusive and culturally appropriate for all applicants. - Provide reasonable adjustments and practical support to enable equitable participation by all eligible applicants. - Make information about vacancies, application requirements and recruitment processes clear, accurate and accessible.
Responsiveness	- Manage recruitment and selection processes in a timely and responsive manner. - Keep applicants appropriately informed of progress and outcomes, consistent with privacy and confidentiality requirements. - Progress recruitment activities within a timely manner while maintaining the integrity and quality of the selection process.

Requirements

Recruitment and selection activities must be undertaken in accordance with the Recruitment and Selection Directive, which sets the minimum requirements for recruitment and selection processes in the Queensland public sector, and with applicable legislation and relevant departmental policies and procedures.

The following requirements apply to all staff involved in recruitment and selection.

1. Conflict of interest

Chief executives, senior executives and public sector employees have an obligation to disclose any interest that conflicts, or may conflict, with the performance of their official duties, in accordance with [sections 89](#) and [183](#) of the *Public Sector Act 2022*.

Actual, perceived and potential conflicts of interest, and the absence of any conflicts, must be declared at the commencement of, and as necessary throughout, the recruitment and selection process.

Declared conflicts of interest must be appropriately managed to support objective decision-making and maintain confidence in the fairness and integrity of recruitment and selection processes.

2. Reframing the relationship with Aboriginal peoples and Torres Strait Islander peoples

The department must consider its responsibilities under [section 21](#) of the *Public Sector Act 2022* to help build and maintain a reframed relationship with Aboriginal peoples and Torres Strait Islander peoples. Recruitment and selection processes must be inclusive and culturally safe.

In undertaking recruitment and selection, the department must support these responsibilities by:

- promoting cultural safety and cultural capability
- supporting a workforce and leadership profile that reflects the community the department serves
- supporting the aspirations, employment outcomes and greater participation of Aboriginal peoples and Torres Strait Islander peoples in the public sector
- engaging with Aboriginal peoples and Torres Strait Islander peoples in ways that respect and reflect their perspectives, particularly where recruitment approaches or decisions directly affect them.

3. Pre-employment screening

Recommended applicants must complete relevant pre-employment checks before being appointed to a position with the department.

Pre-employment checks must be undertaken to confirm an applicant's suitability for employment as outlined in the [Suitability for employment \(Directive 01/26\)](#) and may include, where applicable:

- criminal history checks
- working with children checks
- other appropriate risk management approaches for child-related duties and regulated employment (under the provisions of the [Working with Children \(Risk Management and Screening\) Act 2000](#)).

4. Human rights

The [Human Rights Act 2019 \(Qld\)](#) requires all staff to act and make decisions in a way that is compatible with human rights when undertaking recruitment and selection activities.

Human rights must be properly considered when making decisions that may affect applicants or other people involved in the recruitment and selection process, with consideration proportionate to the circumstances.

5. Record keeping and accountability

The department must maintain accurate, complete and reliable records of recruitment and selection activities and decisions in accordance with [Records management procedure](#).

Records must provide sufficient evidence to demonstrate that recruitment and selection processes were undertaken appropriately and that decisions are supported by relevant evidence.

Definitions

Term	Definition
Appropriately qualified	A person with the skills, knowledge and experience to participate on a selection panel. This may include relevant, work experience, specialist expertise, training in recruitment and selection or previous experience in recruitment and selection processes.
Conflict of interest	A conflict of interest occurs when a person's private interests interfere, or appear to interfere, with the proper performance of their official duties. Private interests may include personal, professional or business interests, and may include the interests of people the person is associated with, such as family members, dependants or friends. A conflict of interest may be actual, perceived or potential.
Contractors	Workers engaged by the department through a labour hire firm, such as a recruitment agency or private IT supplier. A labour hire firm may pay the worker directly and invoice the department for their services, or the individual contractor may invoice the department directly.
Pre-employment screening	Checks completed prior to an appointment to confirm a person's eligibility for employment with the department. This may include criminal history checks, working with children checks, verification of working rights in Australia, checks of mandatory qualifications or professional registration, and disciplinary history checks.
Selection panel	The people responsible for assessing applicants and making a recommendation about appointment to the decision-maker or HR delegate.

Legislation

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Public Sector Act 2022 \(Qld\)](#)
- [Industrial Relations Act 2016 \(Qld\)](#)
- [Recruitment and selection \(Directive 07/23\)](#)
- [Senior officer – employment conditions \(Directive 03/26\)](#)
- [Senior executive service – employment conditions \(Directive 02/26\)](#)
- [Department of Education State School Teachers' Certified Agreement 2022](#)
- [Department of Education Teachers Aides' Certified Agreement 2025](#)
- [Department of Education Cleaners' Certified Agreement 2025](#)
- [Queensland Public Service Officers and Other Employees Award – State 2015](#)
- [General Employees \(Queensland Government Departments\) and Other Employees Award – State 2015](#)
- [Department of Education Certified Agreement 2025](#)

- [Suitability for employment \(Directive 01/26\)](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Act 2000](#)

Delegations/Authorisations

- [HR delegations manual](#) (DoE employees only)

Policies and procedures in this group

- [Employee separation procedure](#)
- [Recruitment and selection procedure](#)
- [Records management procedure](#)

Supporting information for this policy

- Nil

Other resources

- [Reasonable adjustments procedure](#)
- [Careers, jobs and recruitment](#) (DoE employees only)
- [Standard of Practice](#)
- [For government employees – Recruitment](#)

Contact

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Phone: 3055 2650

Teacher recruitment

Email: teachqueenslandrecruitment@qed.qld.gov.au

Phone: 1300 131 547

Review date

27/01/2032

Superseded versions

Previous seven years shown. Minor version updates not included.

1.0 Recruitment and selection

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Effective 27 January 2027