

UNIVERSITY OF SOUTH AUSTRALIA

EMPLOYMENT REFERRAL PROGRAM GUIDELINES

(PROFESSIONAL STAFF POSITIONS)

OVERVIEW

These guidelines embody the principles of the Staff Recruitment and Selection Policy (HR – 27) and reflect the preferred and accepted practices of the University. These guidelines provide direction on the application of the University's Employment Referral Program for professional staff positions.

GUIDELINES

These guidelines relate to the referral of potential candidates by University staff to designated professional positions. Prior to a vacancy being advertised, the Cost Centre Manager will determine if these guidelines will be applied. When determining whether these guidelines will be applied, the Cost Centre Manager should review the workforce plan of the Research Institute, Academic or Central Unit and consult with the relevant People, Talent and Culture (PTC) Business Partners. These guidelines will be periodically reviewed to ensure effectiveness and that best practice principles are applied.

A referral bonus may be paid to staff members who refer candidates to designated professional vacancies or positions advertised by the University. The following detail the conditions under which a referral bonus may be paid.

1. Designated positions are those professional positions approved by the Cost Centre Manager as having a skill shortage.
2. Prior to a vacancy being advertised, the Cost Centre Manager will determine if these guidelines will be applied and the amount of the referral bonus payment. This decision will be based on an assessment of market pressures and whether there is a skill shortage in that particular field. The local People, Talent and Culture (PTC) Business Partners will advise the People, Talent and Culture Unit if these guidelines are to be applied for a particular vacancy and the amount of the referral bonus payment so that it can be communicated to staff members through the UniSA All Staff Job Vacancies email.
3. The referral bonus payment will be for an amount (grossed up for taxation purposes) as determined by the Cost Centre Manager. The Cost Centre Manager will determine this amount in consultation with the relevant People, Talent and Culture (PTC) Business Partner and will take into account the supply of potential skilled candidates, the past difficulty in filling similar positions, the cost to fill the vacancy if a recruitment agency were utilised and any other factors considered relevant by the Cost Centre Manager and the PTC Business Partner.
4. An eligible staff member may refer a potential candidate that they believe meets the technical and personal requirements detailed in the Position Description of the vacant position.
5. An eligible staff member should refer a potential candidate by completing and emailing the [Employment Referral Form \(HRIS O26\)](#) to the local PTC Business Partner prior to the candidate's application for the designated position being received by the University.
6. Eligible staff members include all continuing and fixed-term staff employed by the University both at the time of referring the candidate and the completion of the candidate's probation.
7. Staff are not eligible to participate in the Employment Referral Program for vacancies in which they are involved in the assessment and decision making process. People, Talent and Culture

Business Partner are not eligible to participate in the Employment Referral Program for vacancies in their Research Institute, Academic or Central Unit.

8. A staff member who has referred a potential candidate to the University must keep all information relating to the referral confidential.
9. In the event that more than one staff member refers the same candidate, the staff member who referred the candidate first to the relevant PTC Business Partner will be eligible for the referral bonus.
10. Referrals of candidates to designated positions will be acknowledged in writing by the PTC Business Partner to confirm that the referral has been received.
11. The referred candidate must be a new introduction to the University. That is, they cannot be, or have been, employed by the University in any capacity (including as a contractor or consultant). If the referred candidate was a student of the University, they must have graduated from the University at least twelve months prior to the referral.
12. The referred candidate will be assessed against the selection criteria detailed in the Position Description in accordance with the University's Staff Recruitment and Selection Policy and Guidelines. All candidates will be assessed on merit during the selection process.
13. The staff member making the referral cannot play any part in the recruitment process nor act as a referee.
14. A staff member who has referred a candidate who has been successfully appointed to the designated professional position will be paid a referral bonus.
15. The referral bonus payment will be paid through the payroll system following approval by the Chief Operating Officer or the Chief Financial Officer or those with appropriate delegated authority. Advice on approvals can be obtained from the Cost Centre Manager of the Research Institute, Academic or Central Unit.. The referral bonus payment should be charged to Item code 1067 – staff recruitment.
16. The referral bonus payment will be paid on successful completion of the candidate's probationary period. If the successful candidate's appointment is not subject to a probationary period, the referral bonus will be paid on the successful candidate's commencement with the University.
17. A referral bonus payment will be included in the gross salary and wages of the Payment Summary of the staff member who referred the successful candidate. The referral bonus payment is taxable.
18. The cost of the referral bonus payment will be debited to the cost centre of the Research Institute, Academic or Central Unit that recruited the referred candidate.

RESPONSIBILITIES AND/OR AUTHORITIES

The Executive Director: People, Talent and Culture is responsible for the development and continuous improvement of this guideline.

All senior staff and People, Talent and Culture (PTC) Business Partners are responsible for the operation of this policy.

Cost Centre Managers are responsible for designating professional positions as eligible for this program.

The Chair of selection panels is responsible for the outcomes of selection and recruitment and for ensuring that the process is managed in accordance with the Staff Recruitment and Selection Policy.

CROSS REFERENCES

Remuneration and Reward Policy (HR-28.O)

Staff Recruitment and Selection (HR -27.1)

Code of Ethical Conduct

Relevant industrial instrument as amended or replaced.

FURTHER ASSISTANCE

Management and staff may seek further advice regarding the Employment Referral Program from:

- their immediate manager/supervisor
- the designated PTC Business Partner for their area
- their Cost Centre Manager
- the People, Talent and Culture Unit
- The Working at UniSA website