

Freeze on Hiring of External Professional Staff - Frequently Asked Questions

| QUESTIONS RELATING TO THE ERP PROCESS FOR THE FREEZE ON HIRING OF EXTERNAL PROFESSIONAL STAFF | |
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| Will the hiring freeze apply to academic staff positions? | No. This initiative applies only to professional staff vacancies. This ensures that the University's core functions of teaching and research are not directly affected by this initiative. |
| How long will the hiring freeze remain in place? | The hiring freeze will take effect from 7 September 2009 to 31 July 2010, at which time the University will review this initiative. |
| Will Indigenous Employment positions be included in the hiring freeze? | No. The University has made a commitment to increasing the number of Indigenous people employed and has developed an Indigenous Employment Strategy. Advertising of any positions that seek to target Indigenous Australians are specifically excluded from these provisions. |
| Does the hiring freeze apply to fixed term positions of less than 12 months? | Yes. The hiring freeze will also apply to the filling of fixed term positions of less than 12 months in duration (which are not currently subject to the University's requirements for the advertising of positions). |
| I am currently undergoing a placement/redeployment process. Will the hiring freeze affect my chances of being redeployed? | Yes. In introducing this initiative, the University is committed to providing enhanced opportunities for any staff members who may be undergoing placement or redeployment processes. As Budget Divisions will largely seek to recruit internally during the period of operation, opportunities for internal placement and competition for internal talent is expected to increase over this period. |
| I am employed on a fixed term contract which will be ending at the end of the year. Am I eligible to continue applying for the internally offered professional staff vacancies? | Yes. You are eligible to apply for other professional staff vacancies up until the last date of your contract and for a three month period of grace beyond that date. |
| If a position has been advertised internally and there is no candidate who meets the selection criteria, can a department advertise externally in this instance? | Departments will be required to seek approval of an exemption from the Senior Vice-Principal after demonstrating that the exemption criteria are able to be met. Further information on the exemptions process is available in the Hiring Freeze Fact Sheet which is available at http://www.unimelb.edu.au/erp/ |