

NMIT RECRUITMENT, SELECTION AND APPOINTMENTS POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	People and Culture		
Approval Date	26.05.2026	Sponsor	People and Wellbeing Manager
Next Review	01.01.2029	Approved by	SLT

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- a) All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy)

This policy does not apply to the appointment of a Chief Executive Officer or appointments to Council. It applies to all other roles, including professorial appointments, noting that some policy statements apply to specific roles, as noted.

This policy should be read in conjunction with [NMIT Recruitment, Selection and Appointments Procedure](#) and with reference to the [Kaimahi Hub](#), which provide detailed procedures and guidance to support implementation of the policy.

Te Pūtaki | Purpose

The purpose of this policy is to provide guidance for decision-making and practice when recruiting, selecting and appointing kaimahi to roles within NMIT.

Ngā Mātāpono | Principles

Equal Employment Opportunities (EEO)

NMIT values diversity and equality and has an active Equal Employment Opportunities programme that aligns with the Human Rights Act 1993 and the Treaty of Waitangi. We strive to attract and appoint talented, high-performing, suitably qualified individuals, using transparent, fair, impartial, high-engagement, values-based recruitment processes that recognise applicants' skills, abilities and potential regardless of their background

Diversity, Equity and Inclusion

NMIT policies and procedures actively support the development of a diverse, inclusive workforce that is representative of priority groups based on gender, age, ethnicity and groups reflective of communities in Aotearoa and people's lived realities and experiences. We oppose any form of discrimination based on these criteria and commit to open, authentic engagement and partnership with communities, stakeholder groups, Māori, Pacifica, people with disabilities, and other groups as we work towards developing our practice.

Recognition of Māori Aspirations and Employment Requirements

NMIT is committed to fulfilling our responsibilities as a Te Tiriti o Waitangi partner and to being reflective and open as we work towards giving effect to Te Tiriti and its principles in practice. We commit to a whole of systems approach to developing and embedding Te Tiriti o Waitangi excellence and enabling inclusivity, equity and excellence across governance, management, operations and all that we do.

We acknowledge the cultural, educational, and employment needs of Māori, and actively work towards embedding culturally appropriate practices, and increasing Māori participation in the education sector.

Timeliness

We work quickly and decisively through all stages of the hiring process, ensuring that our processes, decision-making and communications are efficient, timely, proactive and aimed at providing a respectful, professional experience for all candidates.

Our Values

NMIT values guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Ākonga and kaimahi alike have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do.

Compliance

Decision-making and practice relating to the recruitment, selection and appointment of kaimahi will comply with all relevant legislation, standards, policies and procedures, guided by our commitment to best practice.

Confidentiality and privacy

NMIT upholds the right to confidentiality and privacy throughout the recruitment, selection and appointment process, and ensures the lawful, fair and ethical collection, use, storage and disclosure of personal information at all times.

Kaupapa Here | Policy Statements

Line managers are responsible and accountable for all stages and steps in the recruitment, selection and appointment processes, and for ensuring that new employees are inducted, supported and trained in their roles effectively, with guidance from the People and Wellbeing team.

RECRUITMENT

Approval

An approved business case is required prior to recruitment for any role, confirming evaluation of the role against strategic objectives, operational requirements, and budget.

All new or substantially changed Business Support roles are subject to an objective job evaluation to determine appropriate job size and salary range.

Advertising

All vacancies are advertised externally and/or internally unless a waiver is approved for specified, agreed reasons.

New permanent positions and fixed-term positions for periods greater than one year's duration will, when practicable, be advertised externally to allow suitably qualified people to apply.

Where the status of a position is changed from fixed term to permanent and the position remains substantially the same, the position need only be advertised internally.

Advertising of all vacancies will:

- be supported by an up-to-date, fit-for-purpose, approved position description that details responsibilities, tasks and authorities of the role, and the skills, attributes and knowledge required
- state whether the vacancy is for a permanent (tenured), fixed term, casual or contracted role, and whether it offers full-time or part-time (proportional) hours
- adhere to NMIT branding and advertising requirements

SELECTION

NMIT's selection process is designed to be objective and evidence-based, enabling the process to be carried out effectively and consistently so that we recruit the best possible candidate for the role.

Full confidential records of all steps in the process are retained in accordance with [NMIT Recruitment, Selection and Appointments Procedure](#) and [NMIT Information and Records Management Policy](#) and procedures.

Shortlisting

Candidates are shortlisted and interviews conducted for all vacancies unless direct appointment without interview is agreed and approved by the People and Wellbeing Manager.

Phone screens may be conducted prior to, and to assist with, short-listing candidates for interview.

The selection and interview process, format and questions will be consistent across all candidates for a role.

Interviews

A panel convened by the hiring manager is responsible for consistent application of the interview process and selection criteria across candidates.

A microteach is required as part of the interview for all teaching roles, unless agreed otherwise with People and Wellbeing.

Referee Checks

Referee checks are carried out prior to recommending the appointment of any new NMIT staff member.

APPOINTMENTS

Appointments are made on merit, according to the position and person specifications described.

The appointment of any staff member requires approval in accordance with the [NMIT Delegations Register](#).

Salary Assessment

All appointments require a salary assessment and recommendation to be approved before a verbal or written offer of employment can be made.

Police Vetting

NMIT will conduct police vetting and safety checks on appointment to all relevant roles, in accordance with [NMIT Protection of Children and Vulnerable Adults Policy](#) and related procedures.

Induction

All new kaimahi will take part in a formal [Employee induction programme](#) that enables them to become familiar with their colleagues, workspaces and role, relevant systems, policies and procedures, so they are quickly able to make a full and meaningful contribution to NMIT.

Line managers are accountable for monitoring and supporting completion of the induction process.

Academic Probation

Upon initial appointment, both tenured ASMs and limited-tenured ASMs are placed on 12 months' probation, unless a shorter probationary period is approved.

The probationary period provides time and support to enable new ASMs to develop the knowledge, relationships, skills and training needed to become effective in their roles. In accepting an ASM role, new kaimahi accept the terms and conditions of academic probation, as detailed in [NMIT Recruitment, Selection and Appointments Procedure](#).

Unless a *Variation to Probation* is approved, ASMs on probation will:

- not start beyond salary step 8 of an ASM Employment Agreement and not be eligible for annual grade increments under that agreement
- have a maximum teaching load of 0.8 FTE (based on a full-time 1.0 position)
- use up to three weeks of discretionary leave for tutor training
- use up to five days of professional development time for tutor training over each of the first two (2) years
- engage in, and successfully complete, the required credits and courses towards specified adult teaching qualifications

Confirmation of appointment is subject to satisfactory completion of all requirements, on approval from the Curriculum Area Manager.

Kaimahi who fail to engage in the process and/or meet probationary requirements within stated timeframes are subject to the possibility of extension of probation or termination of their appointment.

PROFESSORIAL APPOINTMENTS

NMIT may establish, appoint or promote staff to professorial roles where they are acknowledged in academic or professional communities for the distinction of their leadership, support and reputation in research, scholarship, service, academic contribution, and standing amongst colleagues locally, nationally and internationally.

Candidates for **Professor** are expected to hold a doctoral qualification and provide evidence of sustained excellent performance against the criteria specified in [NMIT Recruitment, Selection and Appointments Procedure](#).

Candidates for **Associate Professor** are expected to either hold or be studying towards a doctoral qualification and provide evidence of sustained excellent performance against the criteria specified in [NMIT Recruitment, Selection and Appointments Procedure](#).

Professors and Associate Professors are accountable for maintaining high standards of performance against the criteria throughout their respective terms of employment or engagement.

Following appointment, Professors and Associate Professors may use their conferred titles on all NMIT documentation and communications, however, their NMIT job title will remain as Tutor or Academic Staff Member.

Kaimahi previously holding a professorial position at another educational institution do not have the automatic right to continue using the title at NMIT unless they have been appointed to an NMIT professorial position.

Ngā Haepapa | Responsibilities

Role	Responsibilities
People and Wellbeing Manager	Overall responsibility for all aspects of kaimahi recruitment, selection and appointment. Develop management capability in all aspects of these processes, compliance with employment obligations, and adherence to key principles.

Line Managers	<p>Conduct all aspects of kaimahi recruitment, selection and appointment in accordance with employment legislation.</p> <p>Monitor, support, review and report on academic kaimahi engagement and progress during the probationary period.</p> <p>Manage records in accordance with the Public Records Act.</p>
---------------	---

Ngā Tikanga | Definitions

Term	Definition
Associate Professor	An academic staff member whose performance and contribution to NMIT has clearly surpassed that of a Principal Academic Staff Member (PASM) and indicates the potential to achieve to the level required for appointment to Professor.
Professor	<p>A title recognising distinguished and acknowledged leadership in one of the disciplines of NMIT. Leadership in this context relates to any of:</p> <ul style="list-style-type: none"> • academic • research and/or scholarship • learning and teaching • practice

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

[NMIT Protection of Children and Vulnerable Adults Policy](#)

[NMIT Delegations Register](#)

[NMIT Information and Records Management Policy](#)

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Recruitment, Selection and Appointments Procedure

TURE WHAI TAKE | RELEVANT LEGISLATION

[Education and Training Act 2020](#)

[Public Records Act 2005](#)