

1. Title: Graduate program recruitment and selection

2. Purpose:

To provide a new basis for the effective and timely recruitment of recent graduates into the Queensland Public Service. The directive will achieve this by:

- (a) facilitating the use of a portal (single point of application) for graduates applying for graduate programs.
- (b) specifying the requirements for recruiting and selecting graduates for formal graduate programs via the portal.

3. Application:

This directive applies to the engagement of graduates for graduate programs, as:

- (i) public service officers engaged under section 119 of the *Public Service Act 2008*,
- (ii) temporary employees engaged under section 148 of the *Public Service Act 2008*, and
- (iii) general employees engaged under section 147 of the *Public Service Act 2008*.

4. Legislative Provision:

Public Service Act 2008 – sections 27, 28, 29, 30, 53, 98, 119, 120, 126, 147 and 148.

5. Effective date: 27 June 2011

6. Definitions:

Engage is to employ an applicant as a public service officer, temporary employee or general employee.

Graduate is a person who has recently been recognised by a university as having completed the requirements of a bachelor degree or higher degree.

Graduate program is a formal program designed for the recruitment, selection and development of graduates. The program is operational for a minimum of 12 months and is considered a workforce planning strategy to attract and retain specialist skills.

7. Directive:

7.1 Relationship with directive on recruitment and selection

- (a) A number of provisions of the directive on recruitment and selection apply to the recruitment and selection of graduates for graduate programs. These are:
 - (i) Section 6 – Definitions
 - (ii) Section 7.1 – Role evaluation
 - (iii) Section 7.2 – Role description
 - (iv) Section 7.6 – Exemptions from advertising
 - (v) Section 7.7 – Recurring vacancies

- (vi) Section 7.8 – Continuous applicant pools
 - (vii) Section 7.9 – Assessments of applicants
 - (viii) Section 7.10 – Referee checking
 - (ix) Section 7.11 – Pre-employment checks
 - (x) Section 7.14 – Gazette notification
 - (xi) Section 7.17 – Confidentiality, documentation and reporting
- (b) A number of provisions of the directive on recruitment and selection do not apply to the recruitment and selection of graduates for graduate programs. These are:
- (i) Section 7.4 – Vacancy advertising – targeted
 - (ii) Section 7.5 – Vacancy advertising – specified
 - (iii) Section 7.13 – Additional requirements for senior executive and senior officer roles
 - (iv) Section 7.15 – Direct appointment to roles at a higher level
- (c) The following provisions of the directive on recruitment and selection have been amended for this directive. These sections are:
- (i) Section 7.3 – Vacancy advertising – general
 - (ii) Section 7.12 – Post-selection feedback
 - (iii) Section 7.16 – Appointment of a temporary employee to tenured status at level
 - (iv) Section 7.18 - Transition

These sections are referenced against the amended section in this directive.

- (d) Where any inconsistency exists, this directive shall prevail over the directive on recruitment and selection, for the recruitment and selection of graduates for graduate programs only.

7.2 Advertising graduate programs (7.3 Vacancy advertising – general – recruitment and selection directive)

- (a) As a minimum, all graduate programs must be advertised on the Queensland Government Graduates website – www.graduates.qld.gov.au ('the graduate portal') for no less than 10 whole working days.
- (b) Clause 7.2 (a) does not prevent an agency from promoting their graduate program vacancies using other graduate related marketing strategies.
- (c) If an agency is likely to and/or has been unable to successfully recruit graduates for a graduate program through the portal due to the specialist nature of the vacancy/vacancies, the chief executive may approve that a graduate program position/s are advertised in accordance with the Recruitment and Selection Directive.

7.3 Post selection feedback (7.12 Post-selection feedback – recruitment and selection directive)

- (a) Graduate applicants who are interviewed are to be advised they are entitled to request feedback.
- (b) Feedback is to be provided to any interviewed applicant who seeks it.
- (c) Interviewed applicants who request feedback should receive timely, specific and constructive feedback from a member of the selection panel sufficient to explain why they were not successful.

7.4 Notification of selection outcome

- (a) All interviewed applicants are to be notified individually of the outcome of the recruitment and selection process, within five working days of the delegate's written decision.
- (b) All other applicants are to receive notification in writing of the outcome of the recruitment and selection process, in a timely manner following the completion of the process.

7.5 Appointment to tenured status following graduate program (7.16 Appointment of a temporary employee to tenured status at level)

Where a graduate has been appointed on a temporary basis, a chief executive will, by agreement, convert a graduate to tenured status at level on or before the completion of the graduate program in accordance with the following criteria:

- (a) The graduate program was advertised in accordance with the provisions of this directive, and
- (b) The temporary employee or general temporary employee has successfully completed the graduate program over a continuous period of not less than one year, and
- (c) The temporary employee or temporary general employee is assessed as having demonstrated performance of a sufficiently high standard that advertising the role would be unlikely to yield a superior candidate, and
- (d) The suitability of an agency's own employees requiring placement has been considered in accordance with the directive on employment arrangements following workplace change.
- (e) Where clause 7.2(c) has applied and a graduate appointed from a vacancy advertised in accordance with the directive on recruitment and selection is not eligible for appointment to tenured status at level under this provision.

7.6 Appeals

- (a) The directive relating to appeals applies to appointments made under this directive.
- (b) Each selection for a role must document the date on which applications were distributed to the panel following approval being given to fill a vacancy.
- (c) Applicants who are otherwise eligible to appeal (in accordance with the directive relating to appeals) may do so if their application is received prior to the date of distribution of applications to the panel.
- (d) Where a right of appeal against an appointment is provided for in the *Public Service Act 2008* and the directive relating to appeals, the appointment must be published in the *Gazette* within one month of the delegate's written decision.

7.7 Transition

- (a) Where, prior to the commencement of this directive, a graduate program has been advertised in accordance with the directive relating to recruitment and selection, the assessment and selection of graduates must be completed in accordance with the directive relating to recruitment and selection.
- (b) Graduates appointed under a graduate program conducted in accordance with the directive relating to recruitment and selection (prior to the release of this directive) may be considered for appointment to tenured status in accordance with section 7.5 at any time following the commencement of this directive.
- (c) Any agency not participating in the use of the portal during the phased implementation period must continue to undertake graduate recruitment in accordance with the directive relating to recruitment and selection. A graduate appointed from a vacancy advertised in accordance with the directive on recruitment and selection during the phased implementation period is eligible for appointment to tenured status in accordance with section 7.5 of this directive.