

This policy should be used in conjunction with UNSW procedures on recruitment:

[http://www.hr.unsw.edu.au/services/services\\_home.html](http://www.hr.unsw.edu.au/services/services_home.html)

And UNSW policy on Conflict of Interest:

<http://www.hr.unsw.edu.au/employee/conflict.html>

Casual staff can only be employed with approval of Head of School. The process for approval is:

A position description for the position and c.v. of the candidate needs to be attached with a complete SAL11 form: <http://www.hr.unsw.edu.au/hrforms.html> for approval by Head of School.

If a casual staff member is a family member or relative then an EOI needs to be circulated and an independent selection panel put together to conduct the interviews and recommend the best candidate for the position.

The panel's decision needs to be documented and attached with the appointment form for Head of School approval.

Any questions regarding this policy can be directed to Anil Singh-Prakash

[a.prakash@unsw.edu.au](mailto:a.prakash@unsw.edu.au)