

# Recruiting, Selecting and Appointing: Priority List

## Priority list

When filling positions agencies are required to consider in this order of priority:

- 1) surplus employees
- 2) fixed term and casual employees eligible for conversion to permanency
- 3) suitable applicants in recruitment pools.

This forms the priority list. For more details see [Commissioner's Instruction 48: Recruitment, Selection and Appointment to Permanent Vacancies](#) and [Commissioner's Instruction 49: Recruitment, Selection and Appointment to Fixed Term Vacancies](#).

The priority list must be actioned before advertising or using a limited search recruitment method for permanent and fixed term vacancies and when backfilling vacancies over 12 months.

## Priority 1: Surplus employees

Surplus employees are 'registrable' employees and 'registered' employees and must be considered for vacancies first. 'Registrable' and 'registered' are terms used in the [Public Sector Management Act 1994](#).

### Access to vacancies

Suitable surplus employees are appointed to vacancies in their home agency before advertising or undertaking a limited search recruitment method.

For external vacancies (vacancies in other agencies) case managers can refer surplus employees to other agencies' hiring managers when suitable positions are advertised that are permanent or longer than 12 months.

This occurs under [Commissioner's Instruction 12: Redeployment and Redundancy](#) and provisions in industrial awards and agreements.

See [Changes to Commissioner's Instruction 12: Redeployment and redundancy for details](#) about referring surplus employees.

## Appointing surplus employees

Hiring managers appoint internal surplus employees if they meet the suitability requirements of the position and are at the same or equivalent level of classification.

For registered employees, suitability is assessed in accordance with the criteria under regulation 7 of the [Public Sector Management \(Redeployment and Redundancy\) Regulations 2014](#).

## Priority 2: Conversion to permanency

If no surplus employees are appointed, hiring managers consider employees eligible for conversion.

Conversion provisions in industrial awards and agreements provide for fixed term contract and casual employees to have their employment arrangements reviewed. Those who are eligible for conversion must be permanently appointed.

This type of conversion to permanency is different from the process used to appoint fixed term employees into permanent roles.

See [Fixed Term Vacancies: Guidance](#) for details.

## Priority 3: Recruitment pools

If no one is converted, hiring managers consider suitable applicants in active recruitment pools.

Applicants in pools have already been through assessment processes and are suitable for future employment. This includes people already appointed from pools for fixed terms.

People appointed to fixed term vacancies from permanent recruitment pools remain in the pools for permanent appointment.

See [Pool Recruitment: Guidance](#) for details.

## Resources

- [Changes to Commissioner's Instruction 12: Redeployment and Redundancy: Guidance](#)
- [Commissioner's Instruction 12: Redeployment and Redundancy](#)