

Recruitment Standard: Guidance

Applying the Recruitment Standard

Set out in Commissioner's Instructions [48](#), [49](#) and [50](#), the Public Sector Recruitment Standard sets the minimum standards of **merit, equity and probity** to be met when public sector agencies recruit, select and appoint to vacancies.

The Recruitment Standard applies to:

- recruitment, selection and appointment processes run by agencies for permanent and fixed term vacancies and for backfilling temporary vacancies
- casual appointments.

It does **not** apply to:

- entities listed in Schedule 1 of the *Public Sector Management Act 1994* (PSM Act) such as:
 - courts and tribunals
 - local governments
 - public universities
 - elected officials (members of Parliament and local government council members)
 - WA Police Force
- ministerial officers appointed under section 68 of the PSM Act.

1. Merit

Assessing applicants against the suitability requirements

Agencies set suitability requirements for each position and screen and assess applicants against those requirements before appointments are made.

Agencies can choose different assessment methods (see [Hiring Managers' Toolkit Chapter 3: Set a hiring schedule](#) and [Chapter 7. Assess applicants](#)) to ensure the suitability requirements of vacancies are met consistent with the Recruitment Standard and agency policies and procedures for recruitment.

[Recruiting, Selecting and Appointing: Suitability Requirements](#) provides more information.

Ensuring standards of integrity are met

Agencies screen applicants to ensure they meet the required standards of integrity such as:

- principles of conduct in section 9 of the PSM Act
- minimum standards of conduct and integrity in the Public Sector Code of Ethics ([Commissioner's Instruction 40: Ethical Foundations](#)) and each agency codes of conduct.

Agencies establish their own policies and procedures for managing applicant screening.

Resource:

- [Pre-Employment Screening](#)

2. Equity

Establishing fair and accessible recruitment processes

Agencies establish their own recruitment and assessment processes that treat people fairly and allow access for applicants from diverse backgrounds as well as adjust processes where necessary.

Resource:

- [Supporting an accessible and inclusive selection and assessment process](#)

Providing information about processes and vacancies

Agencies ensure applicants receive information about vacancies and recruitment processes before assessments. This may include:

- process information such as:
 - relevant legislation, policies and procedures
 - recruitment, selection and appointment processes
 - how feedback is provided
 - rights and lodgement processes
- vacancy information such as:
 - job advertisements and attachments
 - position descriptions (or similar) setting out suitability requirements.

Offering feedback to all applicants

Agencies keep applicants informed of the outcome of decisions, offer feedback and advise them of their avenues of review. Feedback can be written or verbal. Records are kept of all feedback including verbal.

Resource:

- [Hiring Managers' Toolkit Chapter 11. Give feedback to applicants.](#)

Managing breach of standard claims

Any applicants who are unsuccessful in recruitment, selection and appointment processes and meet relevant criteria may lodge breach claims with agencies relating to the Recruitment Standard.

Agencies attempt to resolve claims with claimants within 21 calendar days. If they cannot resolve them in this period, under the Recruitment Standard claims must be referred to the Public Sector Commission.

Resources:

- Breach of Standard Claims from 1 July 2026
- [How to lodge a claim](#)
- [Information for agencies](#)

3. Probity

Establishing procedures for recruitment

Agencies establish and follow their own procedures for recruitment, selection and appointment. These procedures must be aligned to the Recruitment Standard and relevant Commissioner's Instructions for filling permanent and fixed term vacancies and for backfilling temporary vacancies.

Ensuring records are capable of review

All actions and decisions taken under the Recruitment Standard must be:

- documented with sufficient detail to show the process undertaken and reasons
- accessible in line with recordkeeping legislation.

Resource:

- [Hiring Managers' Toolkit](#).

Managing nepotism, bias and conflicts of interest

The community has a reasonable expectation that public sector employees carry out their duties fairly and without bias; and that decisions they make are in the public interest and not affected by their personal interests. This includes recruitment decisions.

Resources:

- [Factsheet: Unconscious bias](#)
- [Hiring Managers' Toolkit Chapter 5: Establish and brief the hiring team](#)
- [Conflicts of Interest Guide](#)

Considering relevant information in decision making

When making recruitment decisions, agencies consider:

- position descriptions (or similar) that set suitability requirements of positions
- assessment records which detail the selection process and assessment of suitability of applicants against the requirements including the number and types of applications received, resumes and other documents provided by applicants, referee reports (if gathered) and any steps taken to manage integrity and conflicts of interest.

Resources:

- [Hiring Managers' Toolkit](#)
- [Breach of standards: Information for agencies](#)
- [Breach of standard claims](#)