

## APPOINTMENT EXPENSES

<b>Section</b>	Human Resources		
<b>Approval Date</b>	08.02.2010	<b>Approved by</b>	Directorate
<b>Next Review</b>	As required	<b>Responsibility</b>	Human Resources Manager
<b>Key Evaluation Question</b>	6	<b>ITPNZ Quality Standard</b>	4

### PURPOSE

To clarify interview and appointment expenses.

### SCOPE

All appointments made by the NMIT Chief Executive.

### INTERVIEW EXPENSES

For positions advertised locally (ie within Nelson/Marlborough), no interview expenses will be paid.

For positions advertised nationally, reasonable expenses will be paid for successful applicants travelling from outside the Nelson/Marlborough region, on presentation of appropriate receipts. The expenses of successful applicants should not be paid or submitted for payment until they take up appointment.

All applicants should be notified of the policy and rules on interview expenses when invited for interview.

Interview expenses for overseas applicants applying for positions that have been advertised internationally will be addressed on a case by case basis in consultation with the Chief Executive.

### RELOCATION EXPENSES

Payment of relocation expenses to successful job applicants is at the discretion of the Chief Executive.

A \$3,000.00 limit will apply.

Any payments will be on the basis of appropriate receipts.

A staff member who leaves NMIT within 24 months of appointment shall repay any relocation expenses they have received.

## BUDGET

Managers should budget for interview and relocation expenses.

## REFERENCES

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### INTERNAL

Staff Appointments