Griffith UNIVERSITY
Queensland, Australia

Appointment Checklist

Applicant Name:	**New/ Renewal:**
Element:	**Appointment Type:**
Start Date:	**Hiring Manager**

Before Direct Appointment has been raised	
☐	**Head of Department Approval** - Hiring manager or team has raised and had a discussion from head of department for position
☐	**Position Number has been obtained** - Correct position number has been confirmed (please contact your HR BP if you need assistance with confirming the correct position number/ your position establishment) - If you need to create a new position number, please refer to the 'How to create a new position' user guide which can be obtained here - How to create a new position.pdf
☐	**Finance has been approved for role** - Confirmed via Finance the Position has budget - Salary costing code has been obtained
During Direct Appointment being raised in Smart Recruiter	
☐	**Please refer to the 'How to Guide' for raising a direct appointment for detailed steps.** **Create Job Details required:** - A New or Replaced position. - Group (e.g University Corporate Staff UCS) - Sub Group (if applicable) - Element (e.g. Campus Life) - Position Number - Appointment Type - Start Date – please note if the start date is to be negotiated. - End Date (If Applicable) – please note if the start date is a specific duration from a negotiated start date (example: 6 months from commencement date) - Advertisement Preference – Select direct appointment for all secondment and fixed term contracts
☐	**Hiring Team has been added:** - The reporting line manager – add as Hiring Manager (the reporting line manager) - Administrator raising appointment – add as Hiring Manager - Recruiter - Please add your TA Consultant
☐	**Relevant documentation attached:** - CV (essential for unpaid appointments and new paid appointments) - Position Description (always required) - Head of department email approval attached (If applicable) - Finance email approval attached (If applicable) - Grant funds emails/Grant documents attached if required (fellowship and unpaid appointments)

	- Reference Checks (if an open merit process or EOI has been conducted or NEW appointment (new to GU) over a 6 month duration - Special Conditions, registration and Loading clauses (If applicable, e.g requires AHPRA registration) - If a secondment, attach the substantive supervisor's approval. - Staff/Student number provided (for already existing employees) - Work Rights documentation -Visa/Passport or Australian birth certificate - International Checking Tool (For overseas applicants) - Obtain sanction check (if applicable)
☐	**If New to Griffith University:** - Residential Address - Email - Phone number - Photo of ID (ie. Passport and/or Australian Birth Certificate), Visa (if non-Australian or unpaid appointment) - International Checking Tool (For overseas applicants)

☐	**Hiring Comments (What to include):**
	- Justification of appointment
	
	If the appointee is replacing a staff member, include the details.(*If replacement*: X is backfill for X who is on secondment/leave (indicate leave type) until DATE.
	- Salary Costing is listed.
	- Full name or S number of applicant
	- Secondment or fixed term position
	- Academic Supervisor (academic and unpaid)
	- Academic Work profile:
	    • E.g. - Balanced – this incorporates 40% teaching, 40% research and 20% service. This is the standard academic profile at Griffith.
	    • Example of Teaching Focused –60% teaching, 20% research and 20% service.
	    • Example of Research Focused – 60% research, 20% teaching and 20% service.
	    • Example for Research Fellows – 80%/90%/100% research, remainder usually service.
	
	Open merit completed (*Open merit:* X has been through an open merit recruitment process for this position (Job Opening XXX) **OR** X has not been through an open merit process **OR** X has been named on attached grant – no further merit process required)
	- Probation period (if applicable)
	- Salary Step (especially if salary has been negotiated). New appointments are made at step 1 of the relevant salary level. If you are waiting to offer above step 1 of the salary level, please include a justification.

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