

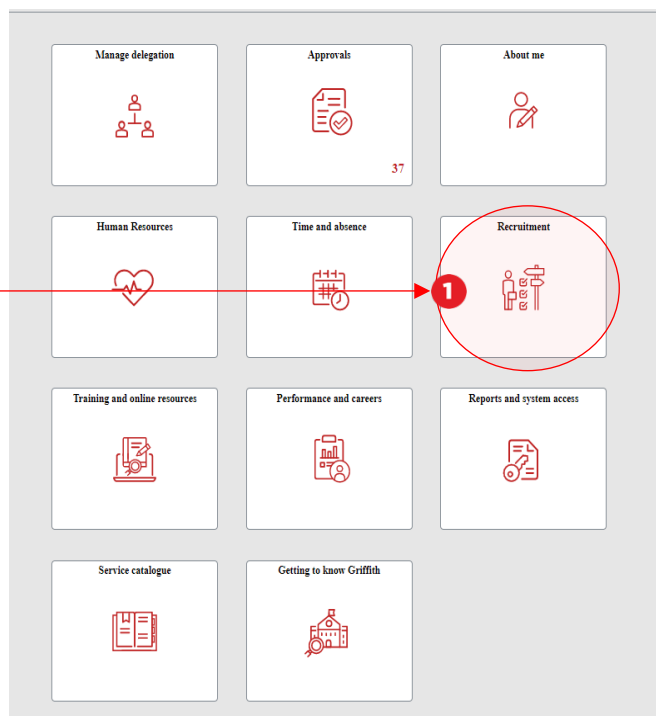
Introduction

This how to guide explains how to prepare an unpaid appointment in Smart Recruiters. Positions include Adjunct, Honorary and Visiting appointments. Please review the [Adjunct, Honorary and Visiting appointments procedure](#) for further information.

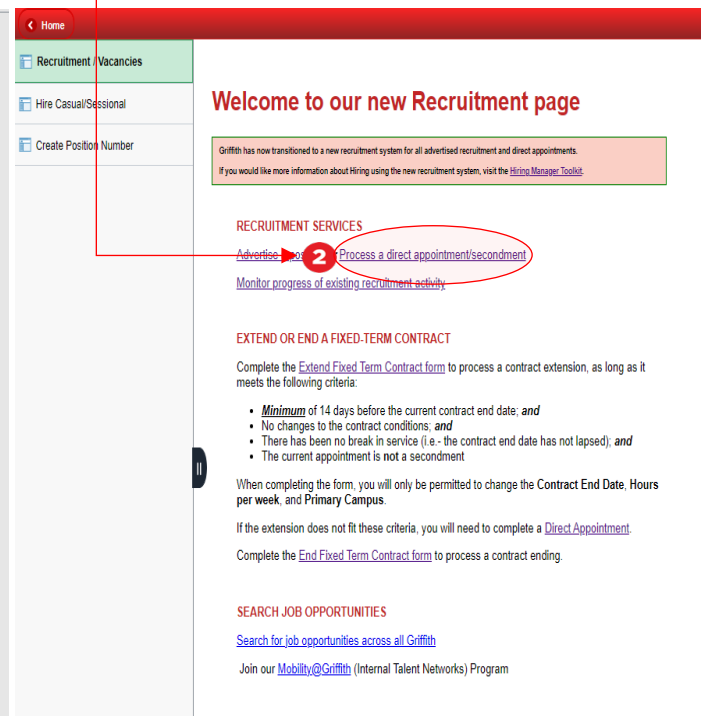
Step 1: Access Create Job in Smart Recruiters

- Navigate to the Recruitment title to begin the process. (Login to the *Staff Portal*> *My Staff Page*)

- 1 Click on the **Recruitment** tile on the **Home** screen of your **My Staff Page**



- 2 Click **Process a direct appointment/secondment** on our new **Recruitment** page



- 3 Once you have clicked on **Process a direct appointment/secondment** the **Create Job** screen in **Smart Recruiters** will open. Move to Step 2.

Step 2: Enter the Job Details in Smart Recruiters

Griffith UNIVERSITY
Queensland, Australia

1 Create 2 Details 3 Hiring Team 4 Advertise 5 Share

Job Title * USE TEMPLATE
Start typing your job title to view templates

Street Address * FILL MANUALLY
Enter job location
 Employees can work remotely

Job Ad Language *
English - English (US)

Company Description
Describe what makes your company great

Job Description
Describe the responsibilities and keys to success of the job

Qualifications
Describe the requirements and skills needed for the job

Additional Information
Describe your perks and culture

Add Videos
Youtube, Vimeo or Digi-Me video

Save this as a template

3 **NEXT** **PREVIEW**

1 Enter the **Job Title*** of the role.

2 Enter the Campus address for the role. Delete any prepopulated address and re-enter even if correct address is displayed.

NOTE: All remaining fields on this screen are for advertised roles only and you do not need to complete these fields for unpaid appointments.

3 Click **Next** to move to the **add more details page**.

*Relevant Titles

Adjunct/Honorary/Visiting Professor
Adjunct/Visiting Associate Professor
Adjunct/Visiting Senior Lecturer
Adjunct/Visiting Lecturer
Adjunct/Visiting Associate Lecturer

Visiting Scholar (for students)

Adjunct/Visiting Principal Research Fellow
Adjunct/Visiting Senior Research Fellow
Adjunct/Visiting Research Fellow
Adjunct/Visiting Fellow
Industry Fellow

* Campus addresses

Nathan: 170 Kessels Road, Nathan QLD 4111

Logan: 68 University Drive Meadowbrook, QLD 4131

Gold Coast: 1 Parklands Drive, Southport QLD 4215

South Bank: 226 Grey Street, South Bank QLD 4101

Mount Gravatt: 176 Messines Ridge Road, Mount Gravatt QLD 4122

Sunshine Coast: 6 Doherty St, Birtinya QLD 4575

Step 2: Enter the Job Details in Smart Recruiters – Continued

S JOBS COMMUNITIES PEOPLE ANALYTICS Search + 📧 🔔

Create job

Administration Support Officer | Parklands Dr, Southport QLD 4215, Australia | English

1 2 3 4 5
 Create Details Hiring Team Advertise Share

ADD MORE DETAILS

Is this a new or replacement position?*

Group*

Sub Group*

Element*

Department ID*

Position Number*

Classification*

Job code*

Job Family

Primary Location (Campus)

Supervisor Level

Key Position (required criminal history check)*

Appointment Type*

Employment Type*

Start Date*

End Date (if applicable)

Advertising Preference*

Is this an identified position (only open to Aboriginal and Torres Strait Islander candidates)?

Post to Seek?

Industry*

Experience Level*

Manager (Reports To)

Budgeted Position*

Department

Function*

Type of Employment*

NEXT

- 1 Always select **New** for unpaid appointments as this will affect the approval workflows.
- 2 Select the relevant **Group** from the drop-down menu. When you select the Group additional Element/Department sub fields will appear. Select the relevant sub fields for this position (example as follows). If you are unsure what the **Department ID** is, select the same format as selected in **Element**.
- 3 Unpaid appointments are not linked to position numbers, enter/select **No Position Number**.
- 4 The **Classification** sub field will appear, enter/select **ENC – No Salary** as this is an unpaid appointment.
- 5 The **Job Code** sub field will then appear, enter/select the relevant job title, which will then prepopulate the **Job Family**.
- 6 Please enter the information for **Primary Location (Campus)** and **Manager (Reports To)** as this does not prepopulate.

Step 2: Enter the Job Details in Smart Recruiters – Continued

The screenshot shows the 'Create job' form in Smart Recruiters. The form is divided into several sections. At the top, there is a navigation bar with 'Create', 'Details', 'Hiring Team', 'Advertise', and 'Share' steps. The 'Details' step is currently active. The form contains various dropdown menus and text input fields. Five red callouts with numbers 1 through 5 point to specific fields: 1 points to 'Budgeted Position *', 2 points to 'Key Position (required criminal history check) *', 3 points to 'Appointment Type *', 4 points to 'Employment Type *', and 5 points to 'End Date (if applicable)'. A 'NEXT' button is located at the bottom left of the form.

1 Select **No** for **Budgeted Position**

2 Select **No** for **Key Position**.

3 Select **Unpaid Appointments** for **Appointment Type**. The **Type of Unpaid Appointment** and **Plan** sub fields will appear as per image below. Select the relevant type of unpaid appointment from the dropdown list and always select **Unpaid Adjunct/Visitor** for the **Plan** sub field.

Appointment Type *
Unpaid Appointments x

Type of Unpaid Appointment *
Please select

Plan *
Please select

4 Always select **Full Time** for unpaid appointments

5 Enter the start and end date as applicable.

NOTE: **Adjunct** appointment durations are a minimum of 2 years and a maximum of 3 years. **Visiting** appointments are a minimum of 2 months and a maximum of 12 months.

Step 2: Enter the Job Details in Smart Recruiters – Continued

The screenshot shows the 'Enter the Job Details' form in Smart Recruiters. The form is divided into several sections:

- Advertising Preference ***: A dropdown menu with 'Direct Appointment' selected.
- Current or Previous Staff Member ***: A dropdown menu with 'Previous' selected.
- Staff ID (if known)**: An empty text input field.
- Candidate Details Required**: A dropdown menu with 'Yes - Confirm Details' selected.
- Prefix ***: A dropdown menu with 'Please select' selected.
- Full Name ***: An empty text input field.
- Email ***: An empty text input field.
- Address**: An empty text input field.
- DOB**: An empty text input field.
- Phone ***: An empty text input field.
- Is this an identified position (only open to Aboriginal and Torres Strait Islander candidates)?**: A dropdown menu with 'Please select' selected.
- Post to Seek?**: A dropdown menu with 'Please select' selected.
- Industry ***: A dropdown menu with 'Higher Education' selected.
- Function ***: A dropdown menu with 'Education' selected.
- Experience Level ***: A dropdown menu with 'Associate' selected.
- Type of Employment ***: A dropdown menu with 'Full-time' selected.
- NEXT**: A green button at the bottom left of the form.

Numbered callouts (1-4) point to the following elements:

- 1**: Points to the 'Advertising Preference' and 'Current or Previous Staff Member' dropdowns.
- 2**: Points to the 'Is this an identified position...' dropdown.
- 3**: Points to the 'Post to Seek?' dropdown.
- 4**: Points to the 'NEXT' button.

1 Make selection between Current, Previous or never employed by Griffith University. If one of the first 2 options, please add the staff/student ID in the field below if known. If previous or never employed at Griffith, the personal details fields will appear to complete.

2 NOTE: DOB and address is required for HR to verify if the applicant had any previous activity with Griffith. Name must be full legal name, as per birth certificate/ passport.

2 This section is only required if the position is identified for Aboriginals and Torres Strait Islanders. If it is not the case, leave it blank.

3 Post to seek is only used for advertised positions. Do not select anything from the drop-down options and move into next step.

4 Click Next to add approvals, comments, attachments, and applicant

Step 3: Add Hiring Team

Progress bar: Create (✓) Details (✓) **Hiring Team (3)** Advertise (4) Share (5)

ADD HIRING TEAM

Name or Email Select Hiring Role **1** ADD TO TEAM **1**

REMOVE **2**

JOB APPROVALS

Salary Range

Position Open Date Target Start Date * **3** Position Type Position ID **3**

APPROVERS
Approvals will be sent in the order below

Named User

AW Amanda Woods

Named User

Marina Dos Prazeres

Comment on approval request **4**

AUTOMATED INTERVIEW SELF-SCHEDULING - CALENDAR SELECTION

Interviewer Calendar Library

ADD PUBLISHING PREFERENCES

SUBMIT FOR APPROVAL SAVE **5**

1 Add the relevant TA Consultant as Recruiter – if you are unsure who this is, they are usually listed as the approver below.

2 Add yourself as the Hiring Manager from the dropdown list so that you can add attachments. If more than one person in your team will be following up with this appointment, add them as well.

3 Add start date in the Target Start Date field. Click on the calendar to be able to action this step. If the start date is unknown or to be negotiated, then enter an same date as per previous page,

4 Please add any comments that will assist with the offer process that have not been included in previous steps, such as:

- Justification (if this relates to a specific research project)
- Academic Supervisor (This will always be required for unpaid appointments)

5 Click Submit for approval. This application will now be sent to HR to start the reviewing process.

Step 4: Add attachments

Direct Appointment

Current or Previous Staff Member *
Current

Staff ID (if known)
—

Post to Seek?
—

REF code
REF1776Q

Target date for hiring
—

Function *
Education

Type of Employment *
Full-time

Is this an identified position (only open to Aboriginal and Torres Strait Islander candidates)?
—

Compensation
—

Industry *
Higher Education

Experience Level *
Associate

This job is a template

EDIT

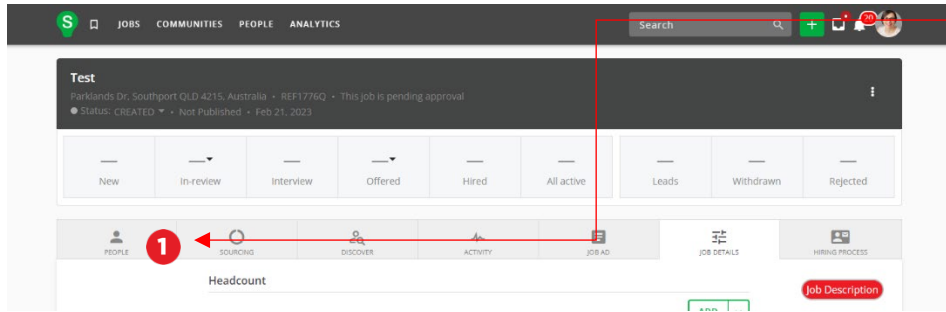
Internal Notes
There are no notes yet.

Attachments
There are no attachments yet.

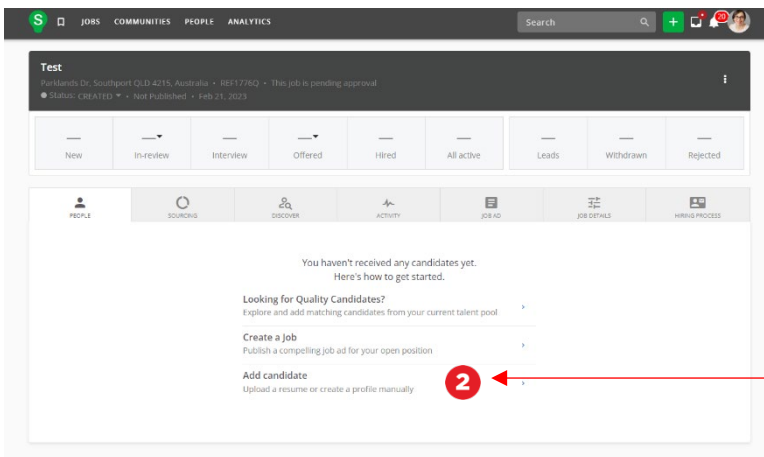
1 All attachments to be added after submitted for approval. Scroll to the bottom and click the ADD button, then attach all relevant documents. This may include:

- most recent resume with updated contact details (i.e address, email and contact number)
- Visa approvals (for international visitor appointment only)
- additional supporting documentation

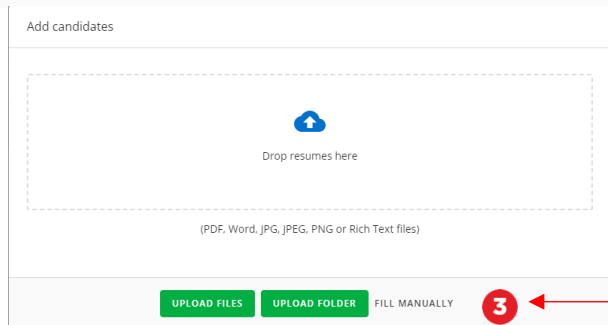
Step 5: Add candidate



1 On the top of the same page, click on People.



2 A new page will show as per image, click on Add candidate.



3 If resume is available, upload file by dragging into the drop box, or upload file. The third option is to add this information manually.

4

Upload avatar

First Name * Last Name *

Location Phone number

Email *

Website or social network

Source type * Job *

Source *

Community (Internal)

MORE

CANCEL

4 If adding information manually, a box will appear, add the required information. On source type and source use the drop options as per image.

If adding information by using resume, the system will pull the information and add in the fields, complete the source type as previously and save the required experience.

Once all confirmed, click add candidate on the bottom of the page.

Step 5: Add candidate – continued

Add candidate

MD
Upload avatar

First Name* Marina Last Name* dos Prazeres

Location Australia Plains, Australia Phone number +6100000000

Email* Peoplesupport@griffith.edu.au

Website or social network

Source type* Organic Job* Test

Source* Community (Internal)

LESS

5

If adding information by using resume, the system will pull the information and add in the fields, complete the source type as previously.

5

EXPERIENCE

Edit experience

Job Title* TALENT ACQUISITION CONSULTANT

Company / Business Name* Griffith University Location Brisbane QLD

Month June Year* 2022

Currently works here

Description

CANCEL SAVE EXPERIENCE

6

Save the required experience if required.

6

ATTACHMENTS

+ Upload files

marina_dos_prazeres_resume_2022.docx

NOTES



Share something with your team...

CANCEL

ADD CANDIDATE

7

7

Once all confirmed, click add candidate on the bottom of the page. This candidate will now be attached to the job under the lead tab.