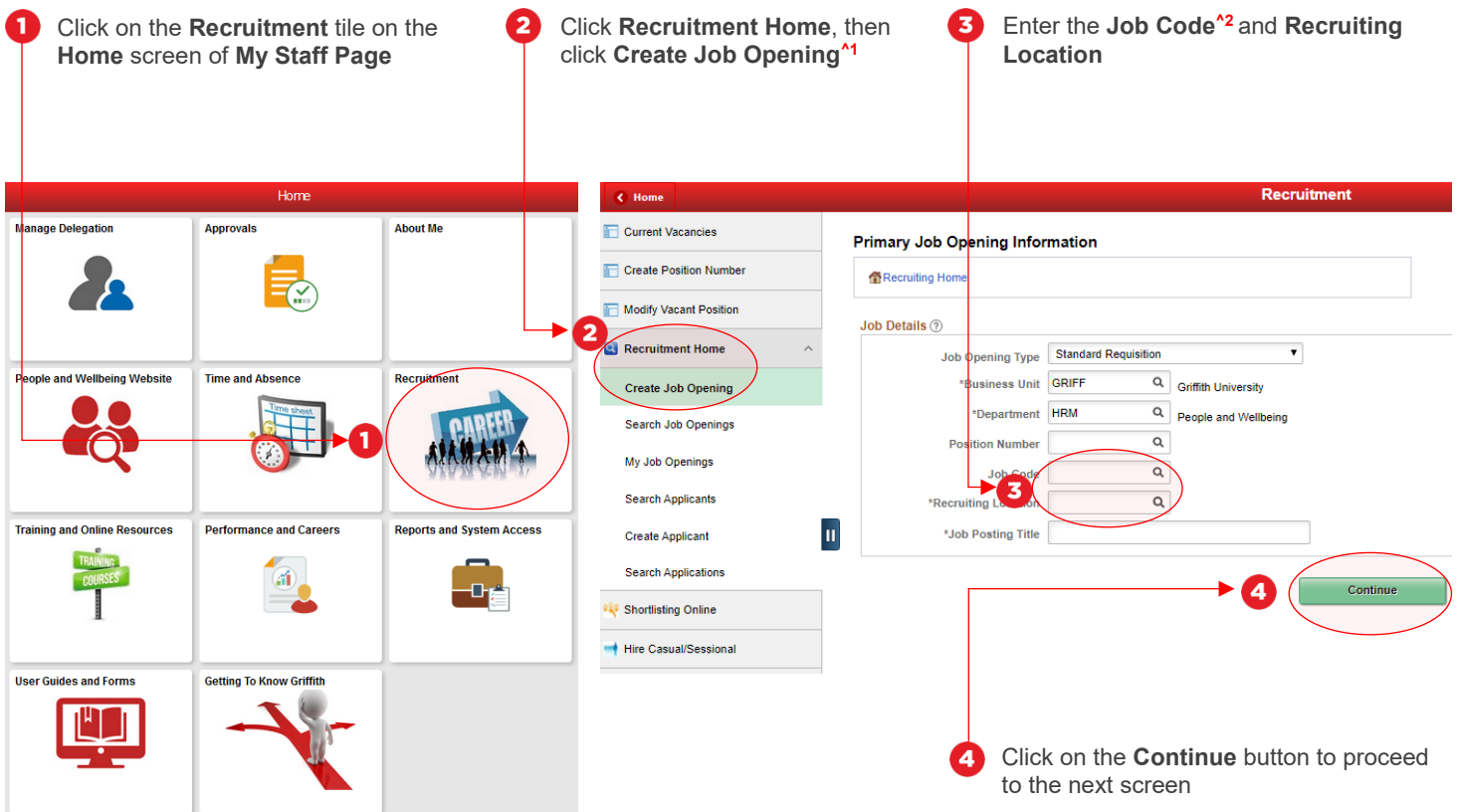


Introduction

This how to guide explains how to prepare an unpaid appointment in eRecruit. Positions include Adjunct, Honorary and Visiting appointments.

Step 1: Create a Job Opening

- Navigate to Recruitment *My Staff Page* on the *Staff Portal* to begin the process.



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

2 Click **Recruitment Home**, then click **Create Job Opening**^{*1}

3 Enter the **Job Code**^{*2} and **Recruiting Location**

4 Click on the **Continue** button to proceed to the next screen

Step 1: Tips

- Once you have clicked on **Create Job Opening**, the **Primary Job Opening Information** screen will open, and the department will default to your department. If you are raising an appointment for a different area, change the department as required
- To see available job codes, click on the magnifying glass. To display only certain job codes, enter the following into the **begins with** field and then click **Search**;
 Type **HON** to show Honorary job codes
 Type **ADJ** to show Adjunct job codes
 Type **VIS** to show Visiting job codes

Step 2: Enter the Job Opening Details

- Certain data is pre-filled based on the position number entered in the previous step. If this data is incorrect, please contact your HR Adviser

The screenshot shows the 'Opening Information' form with the following fields and callouts:

- 1** Points to the 'Status Reason' dropdown menu in the 'Staffing Information' section.
- 2** Points to the search box in the 'Locations' table.
- 3** Points to the 'Schedule Type' dropdown menu in the 'Staffing Information' section.
- 4** Points to the 'Add Recruiter' button in the 'Recruiters' section.
- 5** Points to the 'Add Hiring Manager' button in the 'Hiring Manager' section.
- 6** Points to the 'Add Interested Party' button in the 'Interested Parties' section.
- 7** Points to the 'Save and Submit' button at the bottom of the form.

1 Select either **New** or **Existing** as the **Status Reason**.

2 Select the **Campus** in the **Locations** field

3 In the **Staffing Information** section, select **Unpaid** as the **Schedule Type**, and enter a **Begin Date** and **End Date**

4 Click on **Add Recruiter**, type in your HR Advisers name into the box, click on the magnifying glass icon, and then select them on the pop-up to add them to the role

5 Click on **Add Hiring Manager**, type in your Head of Elements name into the box, click on the magnifying glass icon, and then select them on the pop-up to add them to the role.

6 Click on **Add Interested Party**, type the administration contacts name into the box (if applicable), click on the magnifying glass icon, and then select them on the pop-up to add them to the role

7 Enter and relevant **Comments**, and click **Save and Submit**. Once the job opening has been submitted, the **Job Opening ID** at the top of the page will be updated from **NEW** to a six digit number. Record this number for later use

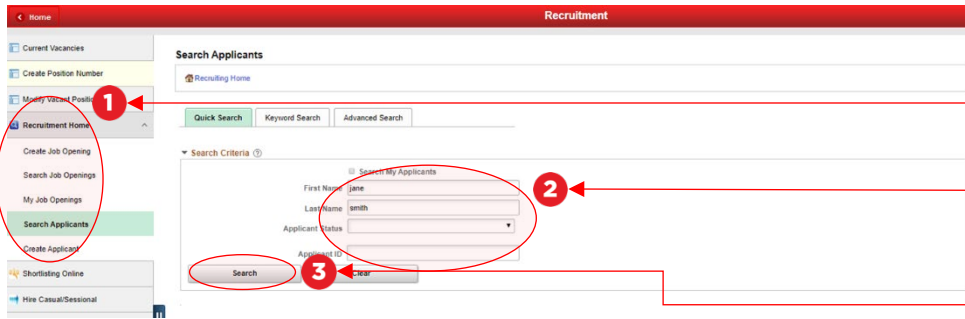
Step 2: Notes

For unpaid appointments, the following fields are not required to be filled;

- Positions
- Employees Being Replaced
- Interviewers
- Job Postings

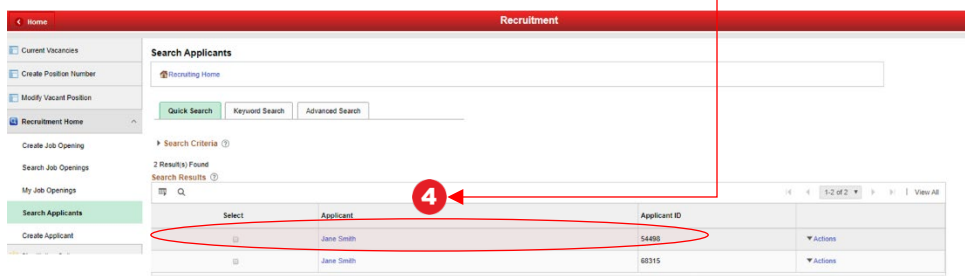
Step 3: Attach Applicant to Job Opening

- Return to the **Recruitment** tile on the **Home** screen of **My Staff Page**, as detailed in Step 1 of this guide

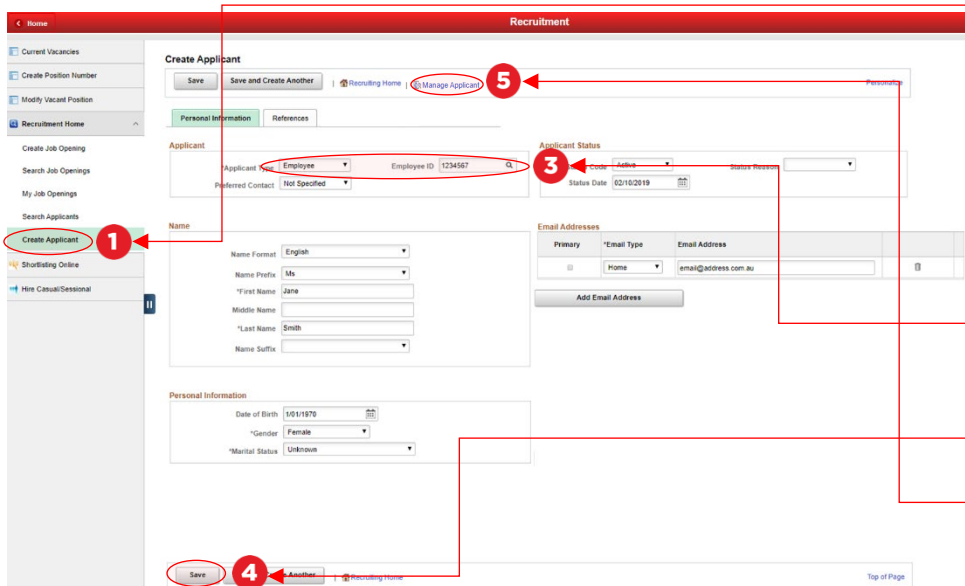


Step 3a – Search Applicant

- Click **Recruitment Home**, then click **Search applicants**
- Enter the candidates **First Name** and **Last Name**, and leave the **Applicant Status** field blank
- Click **Search**
- Select the applicant from the search results, checking the **Phone** and **Email Address** if there are multiple applicants with the same name^{*1}. If the applicant doesn't exist, continue to step **3b**, otherwise, proceed to step **3c**.



Step 3b – Create Applicant



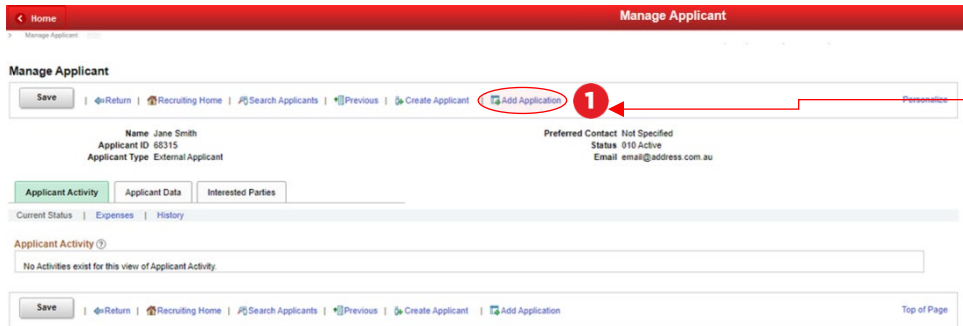
- Click **Create Applicant**
- Enter the details of the Applicant, including;
 - Name Prefix, First Name and Last Name
 - Date of Birth and Gender
 - Full address
 - Email address and phone number
- If the applicant is a current staff member, change the **Applicant Type** to **Employee**, and enter their **Employee ID** (S number)
- Click **Save**
- Click **Manage Applicant**

Step 3a: Tips

- If multiple applicant ID's exist for the same candidate (same personal details) with the **Applicant Type** of **Employee** you should choose the applicant ID with the lowest value (i.e. 9782 being lower than 51489).

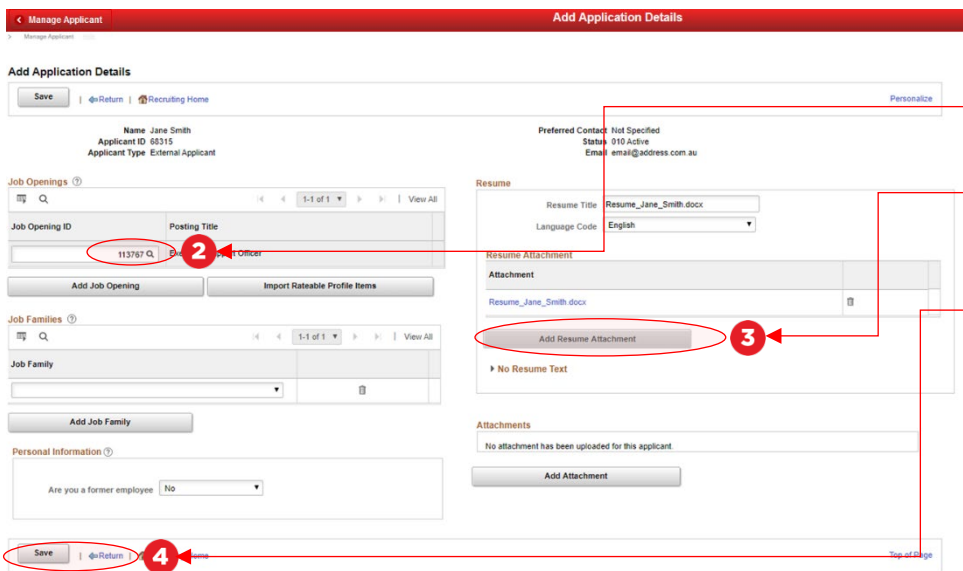
Step 3: Attach Applicant to Job Opening – Continued

- Return to the **Recruitment** tile on the **Home** screen of **My Staff Page**, as detailed in Step 1 of this guide



Step 3c – Attach Applicant

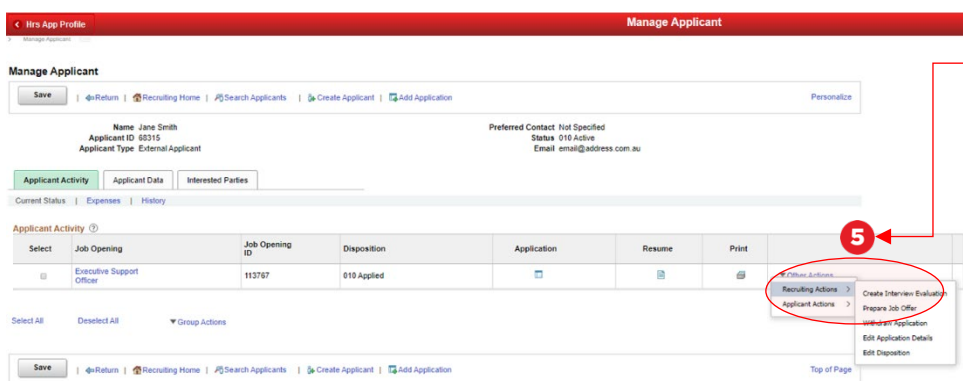
- Click **Add Application**



- Enter the **Job Opening ID** recorded from the end of **Step 2**¹

- Click **Add Resume Attachment** and attach a copy of the Applicants Resume/CV

- Click **Save**, then click **Return**



- Click **Other Actions**, and from the drop down menu, select **Recruiting Actions**, then click **Prepare Job Offer**

Step 3c: Tips

- If you did not record the Job Opening ID at the end of step 2, you can find the ID by returning to **My Staff Page**, clicking on **Recruitment**, clicking **Recruitment Home** on the left hand side of the page, then clicking **My Job Openings**. This screen will display all of your active job openings, including the one created in step 2.

Step 4: Prepare Job Offer and Submit for Approval

- Certain information will prefill from the information entered when creating the position

The screenshot shows the 'Prepare Job Offer' interface. It includes a header with 'Manage Applicant' and 'Prepare Job Offer'. The main content area is divided into several sections: 'Offer Details' (posting title, job opening status, applicant name, etc.), 'Offer Components' (a table for components), 'Salary Costing Information' (speed type key, class field, etc.), 'Comments' (a text area), 'Attachments' (add attachment button), and 'Additional Offer Details' (eligibility to work in Australia, appointment type, start/end dates, etc.). A 'Submit for Approval' button is located at the top right. Five red callouts with numbers 1 through 5 point to these specific areas.

Job Offer Information Requirements

Job Offer Components

Select 'Base Pay' and enter the number 1. Even though this is an Unpaid offer, this field cannot be left blank

Comments

Enter a meaningful justification for the appointment, including;

- Overview of the project and who the appointee will be working with
- The duties / activities they will be undertaking
- Proposed benefits / outcomes
- Living allowance if applicable (organised through Finance)
- Please also add the appointee's home address if not on the CV

Attachments

Include (if applicable);

- CV
- Other relevant documentation

Additional Offer Details

- Select Yes or No to the question Is the person a citizen or resident from a country that may be subject to sanctions?
- Select Eligibility to work in Australia. If you select *Unpaid Sponsorship Required*, HR will make the visa arrangements.
- Select relevant Appointment Type (*Unpaid – Adjunct/Honorary/Visiting*)
- Add the start and end dates. NB: Visiting appointments are between one and 12 months in duration, Adjunct and Honorary appointments are two or three years
- Enter N/A in Probationary Period
- Enter the Hours per Fortnight
- Enter an Induction Delegate if not the Head of Element.

For more information contact:

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