

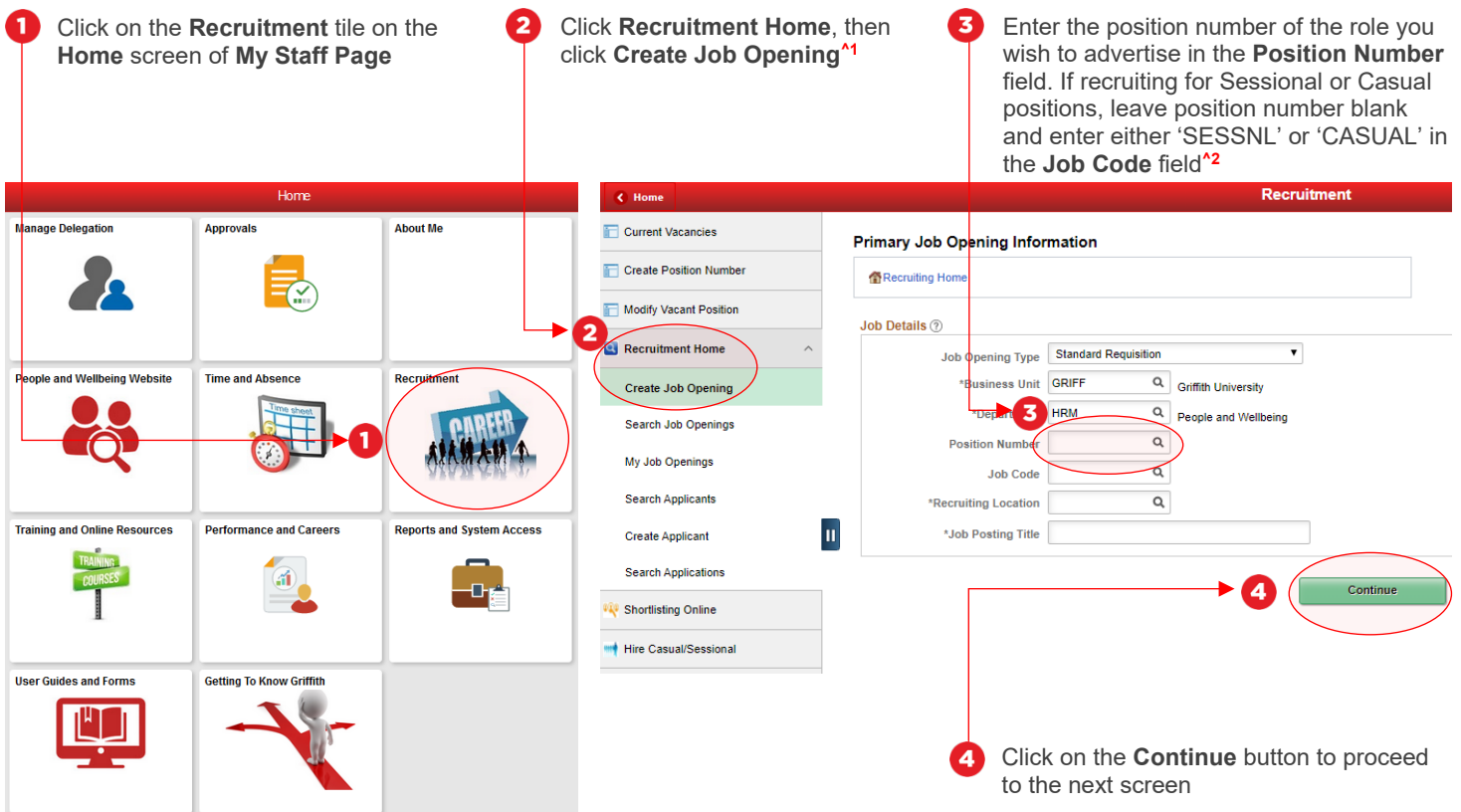
Introduction

This how to guide explains how to prepare a direct appointment in eRecruit. Positions include Secondments, Fixed Term, extension of Fixed Term, and Permanent Transfers.

Step 1: Create a Job Opening

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

- Click on the **Recruitment** tile on the **Home** screen of **My Staff Page**
- Click **Recruitment Home**, then click **Create Job Opening**^{^1}
- Enter the position number of the role you wish to advertise in the **Position Number** field. If recruiting for Sessional or Casual positions, leave position number blank and enter either 'SESSNL' or 'CASUAL' in the **Job Code** field^{^2}
- 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
- Once you have entered the **Position Number**, the remaining fields will populate with information from the position data. If any of this information is incorrect, please contact your HR Adviser

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

< create Job Opening
Job Opening

Save and Submit
Save as Draft

[Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW

Job Posting Title Administrative Officer

Job Code GEN005 (Griffith General Staff Level 5)

Position Number (Administrative Officer)

Status 005 Draft

Business Unit GRIFF (Griffith University)

Department HRM (People and Wellbeing)

Primary Recruiting Location 1004 (Nathan Campus)

Opening Information

*Template ID Griffith Recruitment Template

Job Opening Type Standard Requisition

Created By

*Openings to Fill Limited Number of Openings

Target Openings

Available Openings

Department People and Wellbeing

Status Code **1**

Status Reason

*Status Date

Locations

*Location	Location Description	Primary Location
<input type="text" value="CAMNAT"/>	Nathan Campus	<input checked="" type="checkbox"/>

2

Recruiting Locations

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
<input type="text" value="1004"/>	Nathan Campus	<input checked="" type="checkbox"/>	<input type="text" value="1"/>

Positions

*Position	Position Number	Primary Position
<input type="text" value="Administrative Officer"/>		<input checked="" type="checkbox"/>

3

Attachments

No Attachments have been added to this Job Opening.

4

Employees Being Replaced

*Employee ID	Name
<input type="text" value="1"/>	

5

- 1** Select the **Status Reason**. This is the reason the role is being filled
- 2** Review the **Locations** and **Recruiting Locations**. If applicable, to recruit across multiple campuses, click the **Add Recruiting Location** button, then click on the magnifying glass icon on the new row and select the relevant campus^{^1}
- 3** Download and review the **Position Description** for the role by clicking on the icon under the **PD** column
- 4** Add any additional documents (or updated position description if applicable) by clicking on the **Add Attachment** button
- 5** Enter the **Employee ID** of the employee being replaced (if applicable)

Step 2: Tips

- 1.** If appointing across multiple campuses, the **Target Opening** and **Available Openings** need to be modified to match the number of entries in **Recruiting Locations**. When modifying these fields, a notification regarding headcount will appear, click ok to dismiss

Step 2: Enter the Job Opening Details – Continued

- 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

Additional Job Specifications ?

Staffing Information ?

Schedule Type: Full-Time

Work Type: Continuing

Begin Date: [Calendar Icon]

End Date: [Calendar Icon]

Hours: 36.25

Salary Information ?

Salary Range From: 66,154.520000 (Default From Job Code)

Salary Range To: 74,409.220000 (Default From Job Code)

Pay Frequency: Year

Currency: Australian Dollar

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter 7

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager 8

Interviewers ?

No Interviewers have been added to this Job Opening

Add Selection Committee

Interested Parties ?

No Interested Parties have been added to this Job Opening

Add Interested Party 9

Job Postings ?

No job postings exist for this job opening.

Add Job Posting

Comments

[Text Area]

Save 10

Recruiting Home | Search Job Openings | Create New | Clone | Add Note | Print Job Opening

6 Review the **Staffing Information** and **Salary Information**. If the role is continuing, enter an estimated **Begin Date** only, and if the position is fixed-term, enter an estimated **Begin date** and **End Date**¹

7 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

8 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.

9 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

10 Enter and relevant **Comments**, and click **Save and Submit**²

Step 2: Tips

1. Information in the **Schedule Type**, **Work Type**, **Hours**, and **Salary Information** fields is pre-populated from the position number entered. If this information is incorrect, please contact your HR Adviser
2. Once you have clicked **Save and Submit**, take note of the **Job Opening ID** for the role from the top of the screen, as you will need this for the next step

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 **Applicant Details** if there are multiple applicants with the same name. If the applicant doesn't exist, continue to step **3b**, otherwise, proceed to step **3c**.

Select	Applicant	Applicant ID	Actions
<input type="checkbox"/>	Jane Smith	54468	▼ Actions
<input type="checkbox"/>	Jane Smith	68315	▼ Actions

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
 - Email address
- 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 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

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Previous | Create Applicant | **Add Application** | Personalize

Name Jane Smith
Applicant ID 68315
Applicant Type External Applicant

Preferred Contact Not Specified
Status 010 Active
Email email@address.com.au

Applicant Activity | Applicant Data | Interested Parties

Current Status | Expenses | History

Applicant Activity

No Activities exist for this view of Applicant Activity.

Save | Return | Recruiting Home | Search Applicants | Previous | Create Applicant | Add Application | Top of Page

Step 3c – Attach Applicant

1 Click **Add Application**

Add Application Details

Save | Return | Recruiting Home | Personalize

Name Jane Smith
Applicant ID 68315
Applicant Type External Applicant

Preferred Contact Not Specified
Status 010 Active
Email email@address.com.au

Job Openings

Job Opening ID	Posting Title
113767	Officer

Add Job Opening | Import Rateable Profile Items

Job Families

Job Family

Add Job Family

Personal Information

Are you a former employee No

Resume

Resume Title Resume_Jane_Smith.docx
Language Code English

Resume Attachment

Attachment
Resume_Jane_Smith.docx

Add Resume Attachment

No Resume Text

Attachments

No attachment has been uploaded for this applicant.

Add Attachment

Save | Return | Top of Page

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

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

4 Click **Save**, then click **Return**

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Create Applicant | Add Application | Personalize

Name Jane Smith
Applicant ID 68315
Applicant Type External Applicant

Preferred Contact Not Specified
Status 010 Active
Email email@address.com.au

Applicant Activity | Applicant Data | Interested Parties

Current Status | Expenses | History

Applicant Activity

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Print	Other Actions
<input type="checkbox"/>	Executive Support Officer	113767	010 Applied				Recruiting Actions Create Interview Evaluation Prepare Job Offer Withdraw Application Edit Application Details Edit Disposition

Select All | Deselect All | Group Actions

Save | Return | Recruiting Home | Search Applicants | Create Applicant | Add Application | Top of Page

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

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 with the following sections highlighted by numbered callouts:

- 1** Enter the **Job Offer Components**: Points to the 'Offer Details' table with columns for Component, Offer Amount, Payment Mode, Currency, and Frequency.
- 2** Enter the **Salary Costing Information** *If unknown, confirm with Financial Consultant*: Points to the 'Recommended Salary' table with columns for Salary Key, Class Field, Account, and Percent to Allocate.
- 3** Enter any **Comments**: Points to the 'Comments' text area.
- 4** Enter any **Attachments**: Points to the 'Attachments' section with an 'Add Attachment' button.
- 5** Enter **Additional Offer Details**: Points to the 'Additional Offer Details' section containing various checkboxes and input fields like 'Criminal History Check required', 'Eligibility to work in Australia', 'Appointment Type', 'Start Date', 'End Date', 'Is Start Date an Estimation?', 'Probationary Period', 'Hours per Fortnight', 'Removal Expenses?', and 'Foundations of University Teaching recommended'.
- 6** Once all details have been entered and checked, click **Submit for Approval**: Points to the 'Submit for Approval' button in the top right corner.

Job Offer Information Requirements

Job Offer Components

Select 'Base Pay' and enter the annual amount to two decimal places for the step you are appointing to. NB: this will be the full-time figure even if the position is part-time.

Comments

Enter a meaningful justification for the appointment, including;

- Who the appointee will be working for
- The activities they will be undertaking
- If the appointee is replacing a staff member, include the details
- Please also add the appointee's home address if not on the CV

Attachments

Include (if applicable);

- CV and reference checks if first appointment
- Other relevant documentation
- If a secondment, attach the substantive supervisor's approval

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 Sponsorship Required, HR will make the visa arrangements.
- Select relevant Appointment Type. This field affects the contract type – if you are unsure, please contact your HR Adviser.
- Add the start and end dates. If you click Yes to Is Start Date an Estimation, the offer letter will state "On a date to be negotiated" and you will need to confirm the start date as soon as possible.
- Enter the Probationary Period. NB: this should be no greater than one third the contract duration.
- Enter the Hours per Fortnight.
- Click if Removal Expenses will be offered (generally for contracts of at least two years).
- For academic appointments, enter the workload allocation percentages and if the Foundations of Teaching and any particular Registrations are required.
- Enter an Induction Delegate if not the Head of Element.
- For academic appointments, enter the Griffith ID of the academic supervisor (if not the Head of Element).

For more information contact:

People and Wellbeing | Corporate Services

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