

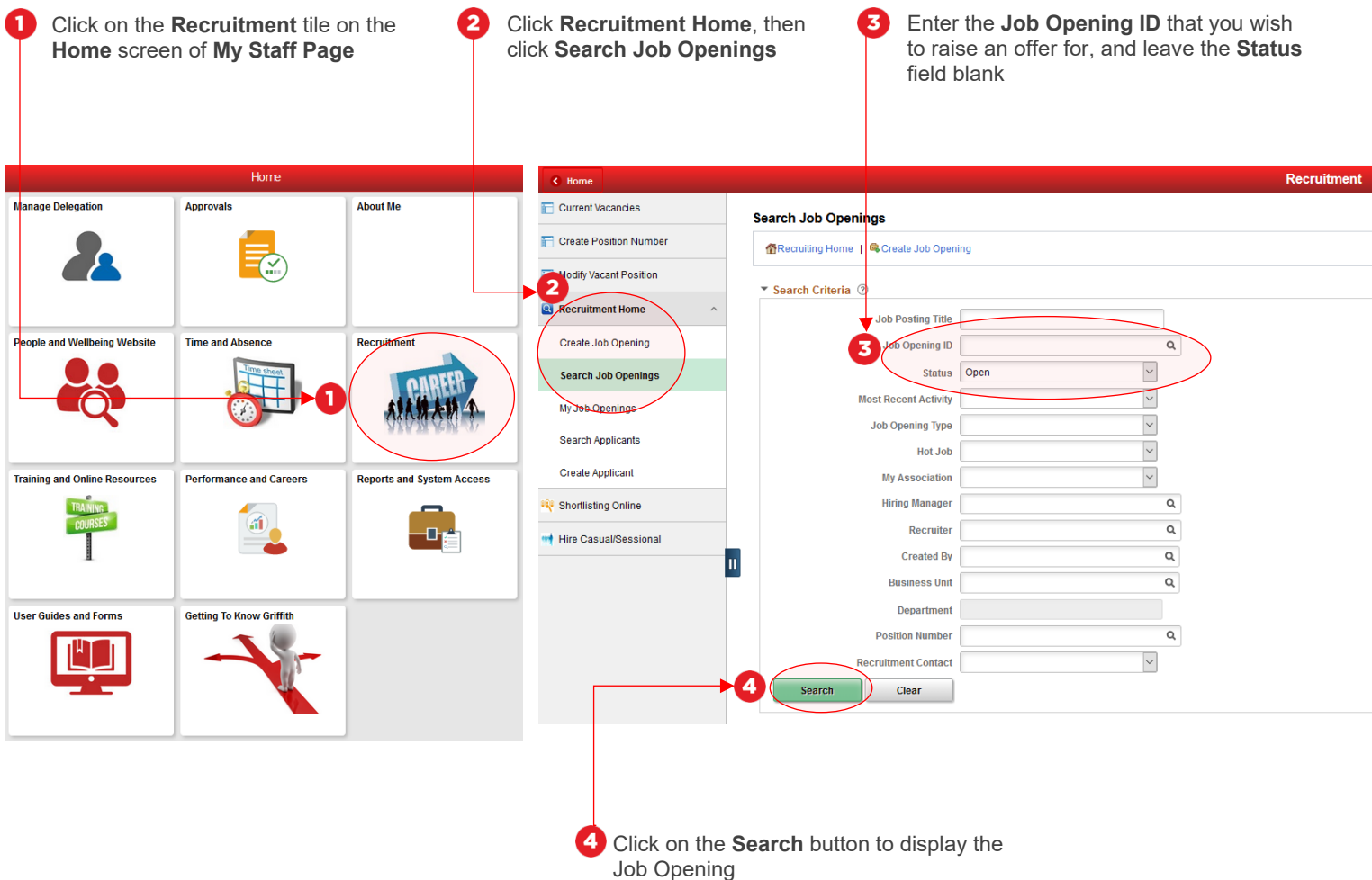
Introduction

This how to guide explains how to prepare an appointment for a candidate that has applied to an advertised position.

Step 1: Select the applicant to raise the offer for

- 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 **Search Job Openings**
- Enter the **Job Opening ID** that you wish to raise an offer for, and leave the **Status** field blank
- Click on the **Search** button to display the Job Opening



The screenshot displays the Staff Portal interface. On the left, the 'Home' screen features a grid of tiles, with the 'Recruitment' tile (labeled '1') circled in red. A red arrow points from this tile to the 'Recruitment Home' option in the left-hand navigation menu (labeled '2'). Below 'Recruitment Home', the 'Search Job Openings' option is also circled in red. A red arrow points from this option to the 'Search Job Openings' form on the right. In the form, the 'Job Opening ID' field is circled in red and labeled '3'. At the bottom of the form, the 'Search' button is circled in red and labeled '4'. The form includes fields for Job Posting Title, Job Opening ID, Status (set to 'Open'), Most Recent Activity, Job Opening Type, Hot Job, My Association, Hiring Manager, Recruiter, Created By, Business Unit, Department, Position Number, and Recruitment Contact.

Step 1: Select the applicant to raise the offer for – 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

Recruitment

Search Job Openings

1 Results Found

Select	Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Executive Support Officer	113767	Open	Standard Requisition	Gold Coast Campus	1	1	2		17/09/2019

1 Click on the **Job Opening** to open up the **Manage Job Opening** screen

Recruitment

Manage Job Opening

Job Opening ID 113767
Job Posting Title Executive Support Officer
Job Code 0261005 (Griffith General Staff Level 5)
Position Number 60059612 (Executive Support Officer)

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Print	Other Actions
<input type="checkbox"/>	Jane Smith	60315	External	Applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			Employee	Ready	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recruiting Actions
Prepare Job Offer
Withdraw Application
Edit Application Details
Edit Disposition

2 Search for the **Applicant Name** from the list of applicants that you wish to raise the offer for

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

Step 2: Prepare Job Offer and Submit for Approval

- 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 'Prepare Job Offer' interface with the following sections and callouts:

- 1** Job Offer Components: A table with columns for Component, Offer Amount, Payment Mode, Currency, and Frequency.
- 2** Salary Costing Information: A table with columns for Salary Type Key, Class Field, Account, and Percent to Allocate.
- 3** Comments: A text area for entering justification for the appointment.
- 4** Attachments: A section for adding relevant attachments.
- 5** Additional Offer Details: A form with various fields including 'Is the person a citizen or resident from a country that may be subject to sanctions?', '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** Submit for Approval: A button at the top right of the form.

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;

- Details of the interview
- 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
- Reference checks
- 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:

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