

How to...

View a Sessional Appointment

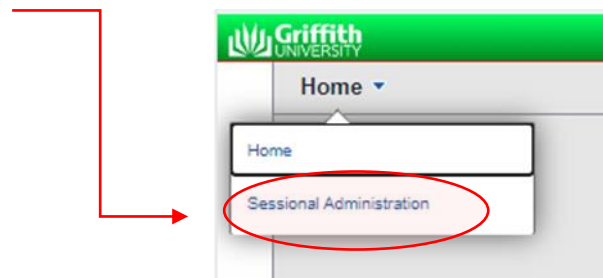
Introduction

This guide will show you how to view a sessional appointment if you are a school manager or department administrator.

Step 1: Navigate to the Sessional Administration homepage

- Log in to the **Staff Portal** and select **My Staff Page**.

- 1 Select the **Sessional Administration** homepage.

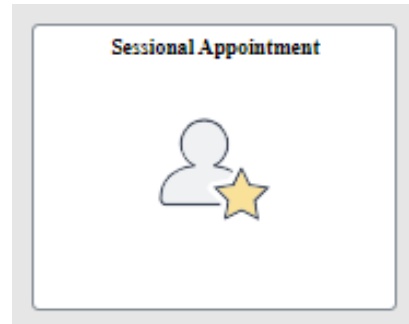


- 2 The **Sessional Administration** tiles will appear.



Step 2: View an appointment

- 1 Select the **Sessional Appointment** tile. →



- 2 Enter any information you have for the following **Search Criteria** to search for and view their record (fields are case-sensitive):

- Applicant ID
- Employee ID
- First Name
- Last Name
- Workflow Status

Search Existing | + Add New

▼ Search Criteria

My Saved Searches

Applicant ID begins with

Empl ID begins with

First Name begins with

Last Name begins with

Workflow Status begins with

Basic Search

- 2 Click **Search**. →

- 3 Your search results will appear at the bottom of the screen. Click on the arrow on the right-hand side of the applicable record to view.

▼ Search Results

Workflow Status: Saved

Applicant ID	Empl ID	First Name	Last Name	Workflow Status
1169485				Data Saved
1169486				Data Saved

2 rows

4 The sessional appointment will appear.

Sessional Appointment

Applicant ID 1169485 Application Status Initiated

Instruction

Please answer the questions below in order to complete the Engagement Form.

Please note that a Griffith ID is required if the Applicant is a current or returning Staff Member or Student.

Note: It is an offence to employ a person who does not have the right to work in Australia. Please seek evidence of their work rights.

You cannot use this process to hire International employees. If the applicant is an international citizen and/or working internationally please contact Human Resources.

Select Employee

New Hire: Yes No

Personal Information of Employee

*Name Prefix		*Last Name	
*First Name		Middle Name	
*Date of Birth		*Gender	
*Email Address			<input type="text"/>
*Address Line 1			<input type="text"/>