

# How to...

Create a Sessional Appointment for New Hires

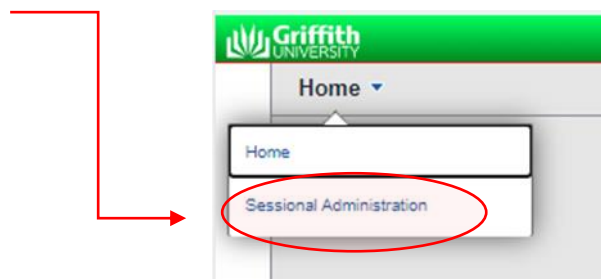
## Introduction

This guide will show you how to create a sessional appointment for new hires if you are school manager or department administrator. This includes engagements of existing employees who have been inactive for 12 months or more.

## 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.

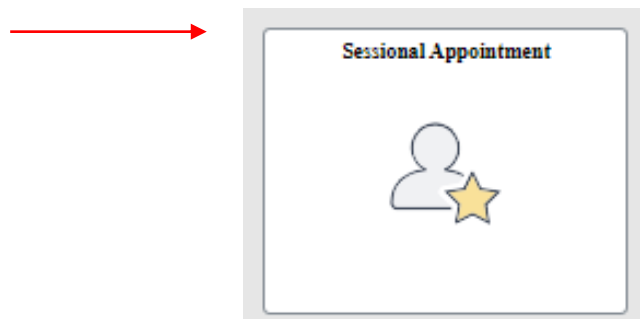


- 2 The **Sessional Administration** tiles will appear.



## Step 2: Add a new appointment

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



2 For new applicants, click on **Add New**.

Sessional Administration

Search Existing **+ Add New**

Search Criteria

My Saved Searches

Applicant ID begins with

3 Click **Add**.

Sessional Administration

**Add New** | Search Existing

Applicant ID NEW

**Add**

4 Select **Yes** for **New Hire** including existing employees who have been inactive for 12 months or more.

Enter the **Personal Information of the Employee** including:

- Name Prefix
- Last Name
- First Name
- Date of Birth
- Gender
- Address details

Otherwise, select **No** for current or returning employees if they have been active in the last 12 months. You will be prompted to add a **Griffith ID**. Click **Search**.

If a sessional appointment is not required, you will be instructed to proceed to timetable creation. Please refer to [Sessional Timesheeting User Guide Create a Sessional Timetable](#) or [Sessional Timesheeting User Guide Create a Sessional Timetable Using the Sessional Pool](#).

Sessional Appointment

Applicant ID NEW 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

\*Address Line 1

Address Line 2

Suburb \*Postal Code

\*Country AUS \*State

Home Phone  Preferred

Mobile  Preferred

Sessional Appointment

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**Select Employee**

New Hire:  Yes  No

Griffith ID:

**Search**

- 5** Enter the mandatory **Job Details of the Employee** including:
- Department
  - Location Code
  - Start Date
  - End Date (must be within 52 weeks of the **Start Date**)
  - Country (must be **AUS** – sessional staff cannot be employed if working outside Australia)
  - State
  - Supervisor ID (this field will auto populate the **Final Approver** field).

**Job Details of the Employee**

\*Department: AEL Arts Education and Law  
 \*Location Code: CAMNAT Nathan Campus  
 \*Start Date: 01/27/2024 \*End Date: 12/20/2024  
 \*Country: AUS State: QLD  
 \*Supervisor ID: [Redacted] Professor (Level E)  
 Final Approver: [Redacted] **Dean (Academic)**

Select a different final approver

If you wish to select an **Alternate Approver**, click on the title link next to the Final Approver's name.

- 6** Select the **Alternate Approver**.
- The **Final Approver** name and title will be updated.

**Select Alternate Approver**

1	Select	Dean (Academic)	AEL Dean (Academic)	Arts Education and Law Group
2	Select	Deputy Director (Research)	Queensland Conservatorium	Arts Education and Law Group
3	Select	School Manager	Griffith Film School	Arts Education and Law Group
4	Select	School Manager	Sch of Crim & Criminal Justice	Arts Education and Law Group
5	Select	School Manager	Griffith Law School	Arts Education and Law Group
6	Select	Deputy Dir (Learn & Teaching)	Queensland Conservatorium	Arts Education and Law Group
7	Select	Deputy Head (Learn & Teaching)	Sch of Edu and Prof Studies	Arts Education and Law Group
8	Select	Deputy Head (Learn & Teaching)	School of Hum Lang and Soc Sci	Arts Education and Law Group
9	Select	Institute Manager	Griffith Criminology Institute	Arts Education and Law Group
10	Select	Deputy Head (Learn & Teaching)	Griffith Law School	Arts Education and Law Group
11	Select	Deputy Director (Learning & Te	Queensland College of Art	Arts Education and Law Group
12	Select	Deputy Head (Research)	Sch of Crim & Criminal Justice	Arts Education and Law Group
13	Select	School Manager	School of Hum Lang and Soc Sci	Arts Education and Law Group
14	Select	Deputy Head of School	Sch of Crim & Criminal Justice	Arts Education and Law Group
15	Select	Deputy Director (L&T)	Griffith Film School	Arts Education and Law Group

[Return to main page](#)

**Job Details of the Employee**

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 \*Location Code: CAMNAT Nathan Campus  
 \*Start Date: 01/27/2024 \*End Date: 12/20/2024  
 \*Country: AUS State: QLD  
 \*Supervisor ID: [Redacted] Professor (Level E)  
 Final Approver: [Redacted] **Deputy Director (Research)**

- 7** Complete the **Questionnaire** by selecting the answers relevant to the applicant.

**Questionnaire**

Is the applicant a citizen or resident of a [sanctioned country](#)?  Yes  No

Would the role require a high degree of scrutiny, and has reference check been performed?  Yes  No  Not Applicable

Do you have a [conflict of interest](#)?  Yes  No



You will receive and **Applicant ID** and the Application Status will display as "Initiated".

**Sessional Appointment**

**Applicant ID** 1169492 **Application Status** Initiated

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