

How to...

Prepare a Direct Appointment/Secondment

Introduction

This how to guide explains how to prepare a direct appointment in SmartRecruiters. Positions include Secondments, new Fixed Term appointments and Permanent Transfers.

Note: To extend a fixed term contract for a further fixed term period please refer to the 'How to Extend a Fixed-Term Contract' guide.

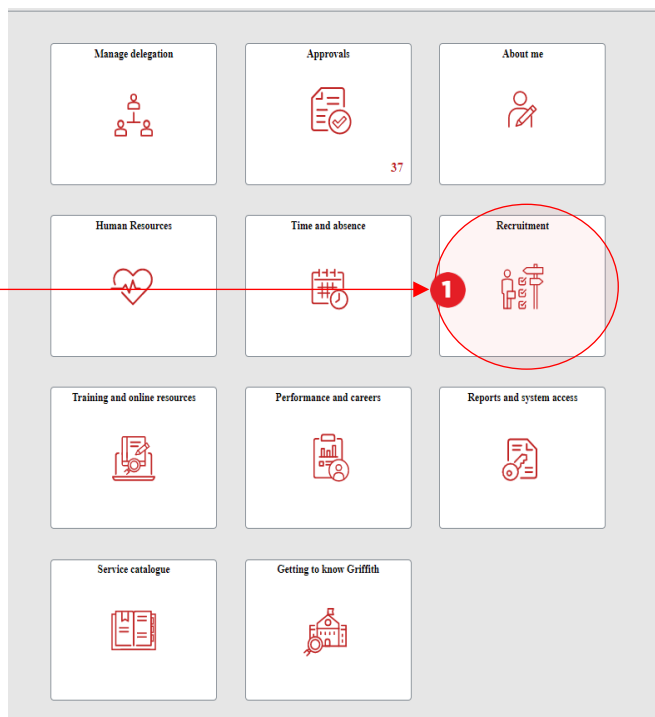
Before creating a job, please ensure that you have:

- ❑ Head of Department acknowledgement – ensure that communication with the Head of Department has taken place in relation to this appointment.
- ❑ Confirmation of position number details and establishment. Please contact your Human Resources Business Partner if you require assistance with this information.
- ❑ Approval from Finance (budget and salary costing information included).

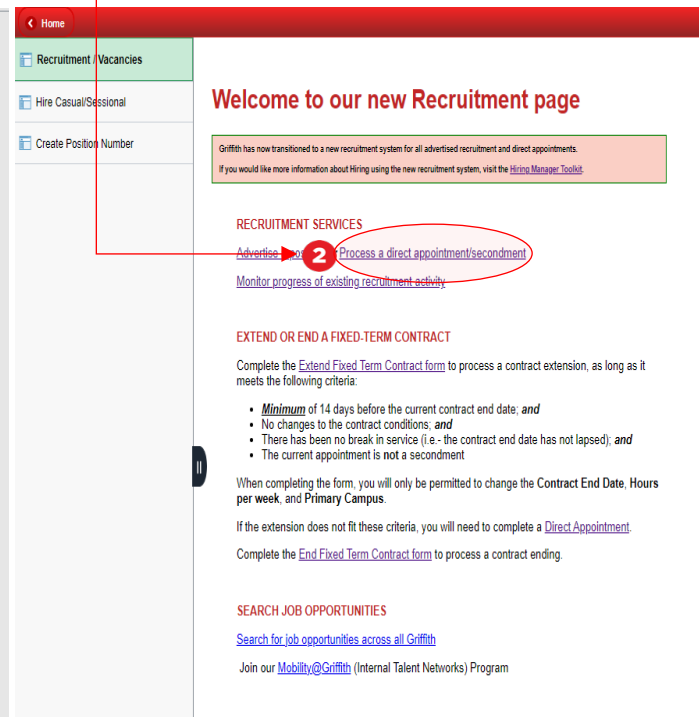
Step 1: Access Create Job in Smart Recruiters

- Navigate to the Recruitment tile on the Home screen of your My Staff Page (Login to the *Staff Portal* > *My Staff Page*)

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



- 2 Click **Process a direct appointment/secondment** on our new **Recruitment** page



- 3 Once you have clicked on **Process a direct appointment/secondment** the **Create Job** screen in **Smart Recruiters** will open. Move to Step 2.

Step 2: Enter the Job Details in Smart Recruiters

1 Enter the **Job Title** of the role being filled. The same as per Position Description. Please do not include classification/salary levels in the job title.

2 Enter the **Campus address** for the role. Delete any prepopulated address and re-enter even if correct address is displayed.

3 Click **Next** to move to the **add more details** page.

NOTE: All remaining fields on this screen are for advertised roles only and you do not need to complete these fields for direct appointments/secondments.

* Campus addresses

Nathan: 170 Kessels Road, Nathan QLD 4111

Logan: 68 University Drive Meadowbrook, QLD 4131

Gold Coast: 1 Parklands Drive, Southport QLD 4215

South Bank: 226 Grey Street, South Bank QLD 4101

Mount Gravatt: 176 Messines Ridge Road, Mount Gravatt QLD 4122

Step 2 continued: Enter the Job Details in Smart Recruiters

1 Select **New** if this is a newly created position that has not previously had an incumbent. Select **Replacement** for existing positions which have previously had an incumbent or still have a substantive incumbent.

2 Select the relevant **Group** from the drop-down options. When you select the **Group** additional Element/Department sub fields will appear. Select the appropriate sub fields for the position. **Example below:**

3 Please proceed to the following page in this guide further information about the remaining fields.

NOTE: if you are not able to find your correct element, you may have chosen the incorrect Sub Group. If this is the case, return to Sub Group and select the next option.

Once you have completed the Group sub fields the **position number** field will appear. You will only be able to select active positions in the relevant Group. You will not be able to raise the appointment if the position has not yet been created or is currently inactive. **Example below:**

NOTE: These data fields will auto-populate based on the position number selected. Check they are correct before proceeding. If a field (for example "campus location") is different to what you want, please contact your HR Business Partner and make a note of the change in the comments at STEP 3.

Step 2 continued: Enter the Job Details in Smart Recruiters

The screenshot shows the 'Create job' form in Smart Recruiters. The form is divided into sections, and a progress bar at the top indicates the current step is 'Details'. The form fields are as follows:

- ADD MORE DETAILS**
 - Is this a new or replacement position? * (Please select)
 - Group * (Please select)
 - Appointment Type * (Please select)
 - Employment Type * (Please select)
 - Start Date * (calendar icon)
 - End Date (if applicable) (calendar icon)
 - Advertising Preference * (Please select)
 - Is this an identified position (only open to Aboriginal and Torres Strait Islander candidates)? (Please select)
 - Post to Seek? (Please select)
 - Industry * (Higher Education)
 - Function * (Education)
 - Experience Level * (Not Applicable)
 - Type of Employment * (Full-time)

Numbered callouts point to the following fields:

- 3** Appointment Type *
- 4** Employment Type *
- 5** Start Date *
- 6** Advertising Preference *

Instructions for each callout:

- 3** Select the relevant appointment type **continuing or fixed term**. For secondments select fixed term.
- 4** Select if the appointment will be **full time** or **part time**. If you select **Part time** additional fields will appear for you to enter the Part time fraction. **Example below:**
 - Employment Type * (Part Time)
 - Part Time (Yes)
 - Part Time Fraction * (0.5)
- 5** Enter the **start date**. If the state is unknown or to be negotiated, then enter an estimated start date and make a note in the comments at STEP 3.
- 6** Select **Direct Appointment** in the Advertising Preference field as per image below.

The 'Advertising Preference *' dropdown menu is shown below with the following options:

- Type value
- Internal only
- External only
- Internal & External
- Direct Appointment** (circled in red)
- Advertised via Master

Step 2: Enter the Job Opening Details – Continued

The screenshot shows a web form for entering job opening details. The form is divided into several sections with various input fields and dropdown menus. Red callouts with numbers 7 through 10 point to specific elements:

- 7** points to the 'Advertising Preference' dropdown (set to 'Direct Appointment') and the 'Current or Previous Staff Member' dropdown (set to 'Previous').
- 8** points to the 'Is this an identified position...' dropdown (set to 'Please select').
- 9** points to the 'Post to Seek?' dropdown (set to 'Please select') and the 'Type of Employment' dropdown (set to 'Full-time').
- 10** points to the 'NEXT' button at the bottom left of the form.

Text annotations on the right side of the form provide additional instructions:

- 7** Make selection between Current, Previous, or never employed by Griffith University. If one of the first 2 options, please add the staff/student ID in the field below if known. If previous or never employed at Griffith, the personal details fields will appear to complete.
- 8** NOTE: DOB and address is required for HR to verify if the applicant had any previous activity with Griffith. Name must be full legal name, as per birth certificate/ passport.
- 8** This section is only required if the position is identified for Aboriginals and Torres Strait Islanders. If it is not the case, leave it blank.
- 9** Post to seek is only used for advertised positions. Do not select anything from the drop-down options and move into next step.
- 10** Click Next to add approvals, comments, attachments, and applicant

Step 3: Add Hiring Team

Progress bar: Create (✓) Details (✓) **Hiring Team (3)** Advertise (4) Share (5)

ADD HIRING TEAM

Name or Email: Select Hiring Role: **1** ADD TO TEAM **1**

REMOVE **2**

JOB APPROVALS

ADD

Salary Range: -

Position Open Date: Target Start Date * **3** Position Type: Position ID: **3**

APPROVERS

Approvals will be sent in the order below

Named User

AW Amanda Woods

Named User

Marina Dos Prazeres

Comment on approval request **4**

AUTOMATED INTERVIEW SELF-SCHEDULING - CALENDAR SELECTION

Interviewer Calendar Library: Not selected

ADD PUBLISHING PREFERENCES

SUBMIT FOR APPROVAL SAVE **5**

- 1** Add the relevant TA Consultant as Recruiter – if you are unsure who this is, they are usually listed as the approver below.
- 2** Add yourself as the Hiring Manager from the dropdown list so that you can add attachments. If more than one person in your team will be following up with this appointment, add them as well.
- 3** Add start date in the Target Start Date field. Click on the calendar to be able to action this step. If the start date is unknown or to be negotiated, then enter an same date as per previous page,
- 4** Please add any comments that will assist with the offer process that have not been included in previous steps, such as:
 - Justification (if this is a backfill for another staff member, please include the details)
 - Change of location required.
 - Salary level and step
 - Salary account (Speed type, class and percentage)
 - Induction delegates name (if new staff member)
 - Eligibility to work in Australia (for new staff or staffs who are current casual)
 - Academic Work Profile (for academic position ONLY)
 - Academic Supervisor (Academic appointments ONLY)
- 5** Click Submit for approval. This application will now be sent to HR to start the reviewing process.

Step 4: Add attachments

Direct Appointment

Current or Previous Staff Member *
Current

Staff ID (if known)
—

Post to Seek?
—

REF code
REF1776Q

Target date for hiring
—

Function *
Education

Type of Employment *
Full-time

Is this an identified position (only open to Aboriginal and Torres Strait Islander candidates)?
—

Compensation
—

Industry *
Higher Education

Experience Level *
Associate

This job is a template

EDIT

Internal Notes
There are no notes yet.

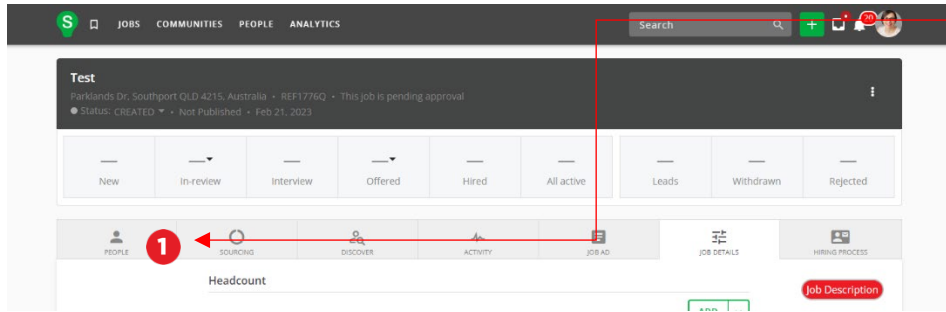
Attachments
There are no attachments yet.

ADD

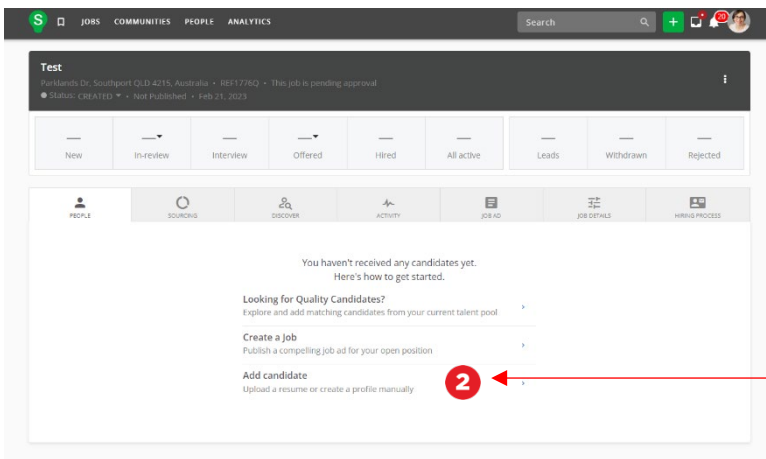
1 All attachments to be added after submitted for approval. Scroll to the bottom and click the ADD button, then attach all relevant documents. This may include:

- position description (required)
- referee Reports (required when hiring new staff members over a 6-month duration)
- most recent resume with updated contact details (i.e address, email and contact number)
- proof of work rights (for new staff or current casual)- eg passport or birth certificate
- If a secondment, attach the substantive supervisor's approval.
- additional supporting documentation

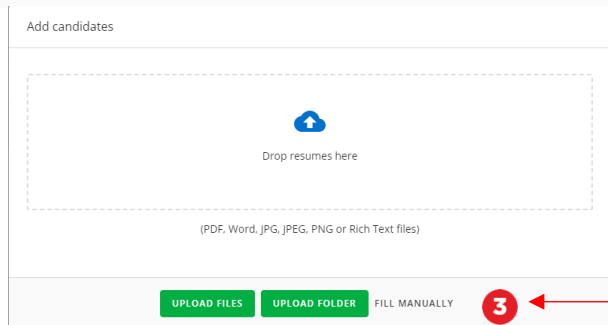
Step 5: Add candidate



1 On the top of the same page, click on People.



2 A new page will show as per image, click on Add candidate.



3 If resume is available, upload file by dragging into the drop box, or upload file. The third option is to add this information manually.

4 If adding information manually, a box will appear, add the required information. On source type and source use the drop options as per image.

If adding information by using resume, the system will pull the information and add in the fields, complete the source type as previously and save the required experience.

Once all confirmed, click add candidate on the bottom of the page.

Step 5: Add candidate – continued

Add candidate

MD
Upload avatar

First Name* Marina Last Name* dos Prazeres

Location Australia Plains, Australia Phone number +6100000000

Email* Peoplesupport@griffith.edu.au

Website or social network

Source type* Organic Job* Test

Source* Community (Internal)

LESS

5

If adding information by using resume, the system will pull the information and add in the fields, complete the source type as previously.

5

EXPERIENCE

Edit experience

Job Title* TALENT ACQUISITION CONSULTANT

Company / Business Name* Griffith University Location Brisbane QLD

Month June Year* 2022

Currently works here

Description

CANCEL SAVE EXPERIENCE

6

Save the required experience if required.

6

ATTACHMENTS

+ Upload files

marina_dos_prazeres_resume_2022.docx

NOTES



Share something with your team...

CANCEL

ADD CANDIDATE

7

Once all confirmed, click add candidate on the bottom of the page.

7

This candidate will now be attached to the job under the lead tab.