

Staff Connect User Guide Applicant Assessment

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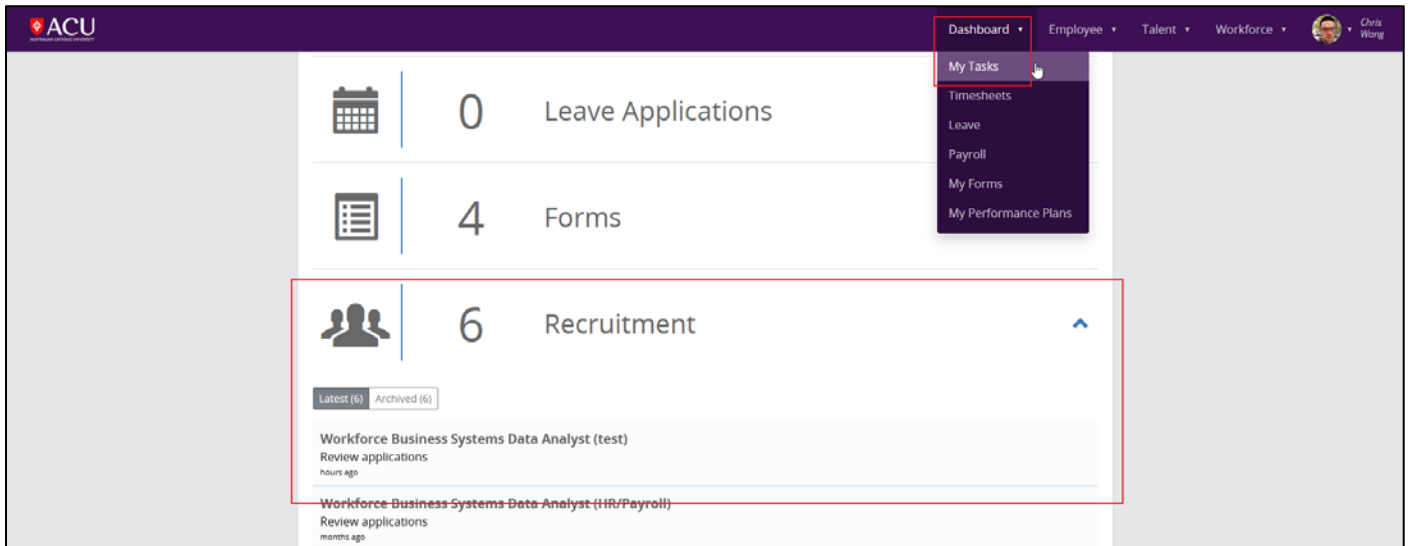
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1 Introduction

1.1 PURPOSE

The purpose of this document is to familiarise the Hiring Manager with how to manage a recruitment action and assess applications in [Staff Connect](#). Managing a recruitment action in Staff Connect includes running different electronic forms and progressing through the Recruitment section accessed via the *Dashboard > My Tasks* menu.



This guide will focus on the Recruitment section in My Tasks, however, it will also cover the usage of other electronic forms. User guides for each of these forms can be found separately in the Recruitment section of the [Staff Connect Support](#) webpage.

1.2 OBJECTIVES

After reading this document the user should be able to:

- Understand the overall recruitment process in Staff Connect
- Assess and make shortlist recommendations of applications
- Assess and make recommendation after interviews



1.3 GUIDE CONVENTIONS

Bold with Underline indicates a field or phrase used in the form. For example, a section heading, a question or a button.

Italic with Underline and > mark indicates the pathway to find the target.

Red font with Underline is an active hyperlink to a web resource.

1.4 ADDITIONAL ONLINE RESOURCES

Within the online Staff Connect forms, the  and  buttons can be clicked on to access additional information, related policies and online help.

2 Before Initiating Recruitment

For the majority of recruitment actions, the position being recruited to must exist in the approved organisational structure and have an online and up-to-date position description before proceeding with advertising a vacancy or making an appointment to the position.

The only exceptions to the requirement for an online and up-to-date position description, are advertisements for Student Jobs on Campus and Talent Pool campaigns which result in casual or sessional employment

2.1 NEW POSITION

If you are recruiting or making an appointment to a new position, the position must have been approved for creation by the relevant Member of the Executive and have a position description before any recruitment or appointment activities can be commenced. Refer to the [How do I develop a Position Description for a new position?](#) knowledge article in Service Central for more information on developing a new position description.

In addition, a prepared position description for Professional positions must be submitted for classification via a [Submit Professional Staff Position Classification](#) request in Service Central to determine the appropriate salary classification for the documented responsibilities of the position. Refer to the [Position Classification for Professional Staff](#) policy and procedure for more information.

2.2 EXISTING POSITION - POSITION REVIEW FORM

For existing positions, before any recruitment or appointment activity can be undertaken, an up-to-date position description must exist that accurately reflects the key responsibilities of the position and the selection criteria for appointment.



Position descriptions should be reviewed regularly and at least annually, or prior to any recruitment or appointment activity. If the position does not have an online position description, or if it was last reviewed more than one year ago, an online Position Review will need to be completed.

To initiate a Position Review form, log in to Staff Connect, go to [Dashboard > My Forms > click +Add > select the Position Review Form](#). Please refer to the relevant Position Review user guide, available from the [Staff Connect Support](#) webpage for more details.

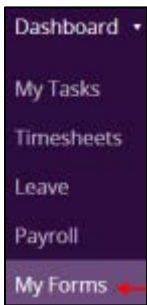
Once a position is reviewed, an updated Position Description will be attached to the position and can be used in the recruitment advertisement.

2.3 REQUEST TO FILL FORM

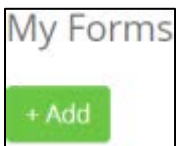
The Request to Fill form is the starting point of many recruitment and selection activities at ACU, including externally advertised vacancies, direct internal appointments, talent pool campaigns and other recruitment activities.

Within the online form, the  and  buttons can be clicked on to access additional information, related policies and online help.

To raise a Request to Fill form, log into [Staff Connect](#) and click on the Dashboard > My Forms menu.



Click on the green **+ Add** button.



In the Folder Filter field, select **Recruitment and Selection (RECSEL)**.

In the Form field, select **Request to Fill (RECR.1)**.

| | |
|---|------------------------------------|
| FOLDER FILTER: | Recruitment and Selection (RECSEL) |
| FORM: | Request to Fill (RECR.1) |
| <input type="button" value="Next"/> <input type="button" value="Cancel"/> | |

Click **Next** to create a Request to Fill form.

3 Recruitment Module – My Tasks

Based on the recruitment activity the Hiring Manager selected in the Request to Fill form, a specific recruitment form is created. It is where the Hiring Manager creates the recruitment details and obtains approval from the Executives and/or Senior Executive Members.

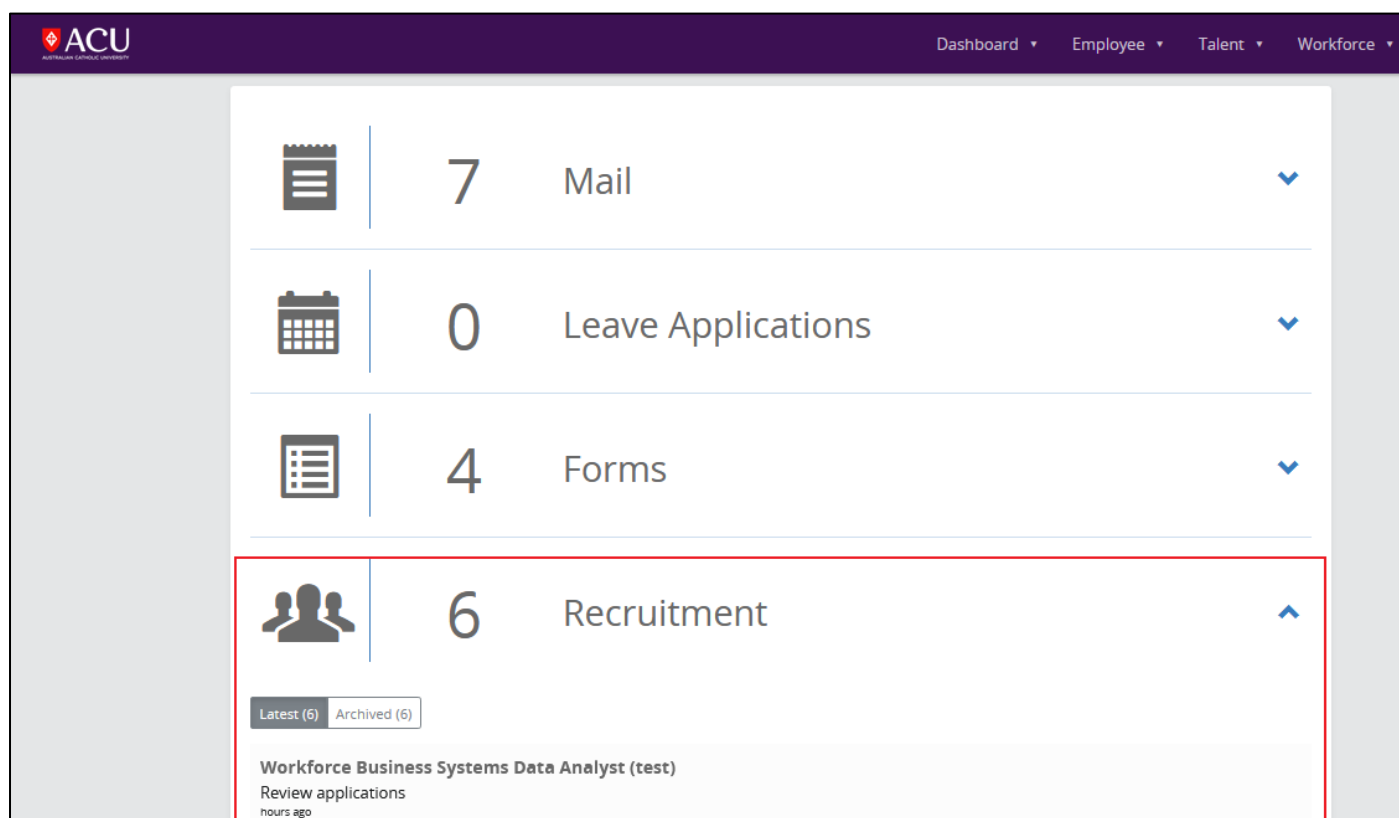
These forms may include setting up the approvers of the request, the details of the vacancy, the advertising channels, the costs, and the Selection Committee of the recruitment based on the recruitment activity.

Please refer to the guides of the forms for more details.

Once this form is approved, a vacancy will be setup, and the advertisement will be posted by HR.

When applications are received, they can be reviewed from the **Recruitment** menu in Staff Connect.

Under *Dashboard > My Tasks* (the default screen when a user logs in to Staff Connect), there is a section named **Recruitment**. Tasks related to recruitment will be displayed under this section. Headings from 3.1 to 3.6 are the titles of the recruitment tasks. This is an example of a standard recruitment procedure. Different recruitment activities may only involve some of the tasks listed here.



The screenshot shows the 'My Tasks' dashboard with a navigation bar at the top containing 'ACU', 'Dashboard', 'Employee', 'Talent', and 'Workforce'. The main content area lists several tasks:

- Mail: 7 tasks
- Leave Applications: 0 tasks
- Forms: 4 tasks
- Recruitment: 6 tasks (highlighted with a red box)

Below the 'Recruitment' task, there are tabs for 'Latest (6)' and 'Archived (6)'. The 'Latest (6)' tab is selected, showing a task card for 'Workforce Business Systems Data Analyst (test) Review applications' with a timestamp of 'hours ago'.

3.1 REVIEW APPLICATIONS

Once the vacancy is advertised and applicants submit applications, a new task called "**Review applications**" under **Recruitment** will appear. This task will show up in all the selection committee members' task list.

The first line of the task is the position title of the vacancy. The second line is the name of the task, which is "**Review applications**". The third line is the age of the task.

Workforce Business Systems Data Analyst (test) ← Position title
 Review applications ← Task name
 hours ago

Click the task to work on it. All the applicants are listed here. Selection committee members can access the applicants' resume, answers to the screening questions and other information here.

| Applicants | |
|---|--|
| <p>Noah Test02 Pending</p> <p>Documents</p> | <p>Other Assessments - Pending Overall Assessment - No scores recorded Rank - N/A</p> <p>Resume - Resume.png</p> |
| <p>Oliver Test01 Pending</p> <p>Documents</p> | <p>Other Assessments - Pending Overall Assessment - No scores recorded Rank - N/A</p> <p>Resume - Resume.png</p> |

3.1.1 Access resume and cover letter

Resume (mandatory) and **Cover Letter** (optional) are located in the **Documents** section. Clicking on the blue file name will download the documents.

| | |
|---|---|
| <p>Noah Test02 Completed</p> <p>Documents</p> | <p>Other Assessments - Pending Overall Assessment - Interim: Score 100% Rank - 1</p> <p>Cover Letter - Cover Letter.pdf Resume - Resume.pdf</p> |
|---|---|

3.1.2 Access screening questionnaire and selection criteria

Clicking the three dots on the right displays three options. Click **Questionnaire** to access the answers to the screening questionnaire. It is recommended to right click and open in a new tab.

| | | |
|---|---|---|
| <p>Noah Test02 Completed</p> | <p>Other Assessments - Pending Overall Assessment - Interim: Sco Rank - 1</p> | <p>Scoring</p> <p>Questionnaire</p> <p>Other details</p> |
|---|---|---|

A new page will be displayed after clicking the **Questionnaire** icon. Selection committee members can check the answers to the screening questions. Screening questionnaire includes two parts of questions. Part one is a standard disclaimer. Part two are the answers to the selection criteria.

However, applicants could choose to answer the selection criteria in the **Cover Letter** instead of in the questionnaire.

Below is a screenshot of a sample of a screening Questionnaire. Note that the questions are samples, they may differ to the current questionnaire in use.

Click the **Back** button at the top to go back to the **Review applications** task where all the applications are listed.

« Back

DATE: 03/11/2021 15:53:40
 FROM: **Ruan Cloete**
 TO: Chris Wang
 SUBJECT: Review applications
 STATUS: **Latest**
 TRANSCRIPT: Please review and assess applicants for the Facilities Administrator (Brisbane) vacancy (Action Reference APTAV111217#003).

Form

Print





Applicant Questionnaire (Chris Wang)
 Acknowledgement and Declaration
Working Rights
 Are you legally entitled to live and work within Australia? Please note, as part of the recruitment process at ACU, you will be required to provide evidence of your legal right to work in Australia.

CHOOSE AN OPTION: Yes No

Working Restrictions
 Do you have any restrictions on your right to work in Australia? For example, hold a holiday working visa or student visa.


3.1.3 Access other details


Clicking the three dots on the right displays three options. Click **Other details** to access **Qualifications, Employment History, Licences** and other details. It is recommended to right click and open in a new tab.

| | | | | | |
|---------------------------------|--|---|---|--|---|
| Noah Test02 Completed | Other Assessments - Pending Overall Assessment - Interim: Sco Rank - 1 |  Scoring |  Questionnaire |  Other details |  |
| | | | | | |


A new page will be displayed after clicking the **Other details** icon. Click the blue documents name to download the documents for review.


Applicant Details - Noah Test02 ?

 **1** Referees ▼

 **1** Qualifications ▲






| | | | |
|--------------------------|-------------------------------|------------------|------------|
| Type | Masters | Completed | 01/06/2012 |
| Discipline | Degree | Document | Quals.pdf |
| Description | MBA Project Management and HR | | |
| Institute | University Technology SYD | | |
| Institute Comment | - | | |
| Other Details | UTS was great | | |

 **1** Employment History ▼

 **1** Licences ▼

3.1.4 Score the application

Click on the application to start assessing the application. Alternatively click the three dots on the right to display three options. Then click **Scoring** to record the assessment of the application. It is recommended to right click and open in a new tab.

| | | |
|---|--|--|
| Noah Test02 Pending  | Other Assessments - Pending Overall Assessment - No scores re Rank - N/A |  Scoring  Questionnaire  Other details  |
|---|--|--|

Below is a screenshot of a sample of the application assessment questions. Note that the questions are samples, they may differ to the current questionnaire in use.

Click the **Save** button at the bottom once the assessment is completed.

Click the **Back** button at the top to go back to the **Review applications** task where all the applications are listed.

« Back

DATE: 03/11/2021 15:53:40
 FROM: **Ruan Cloete**
 TO: Chris Wang
 SUBJECT: Review applications
 STATUS: **Latest**
 TRANSCRIPT: Please review and assess applicants for the Facilities Administrator (Brisbane) vacancy (Action Reference APTAV111217#003).

Form

Print

ApplicationRecommendation - Chris Wang for Facilities Administrator (Brisbane)
 Application Assessment

Education and Position Alignment
 Does candidate meet the education and work requirements set out in the Selection Criteria?

CHOOSE AN OPTION: Yes
 No

COMMENTS:

Alignment with ACU Mission and Values
 Overall in reading the application does the candidate has a fit for Mission?

CHOOSE AN OPTION: Yes
 No

3.1.5 Assessments, Vacancy and Make Recommendations buttons

Once the closing date of the advertisement has passed, the Hiring Manager will have a new button in the **Review applications** task called **Make Recommendations** next to **Assessments** and **Vacancy**.

Applicants

Assessments Vacancy **Make Recommendations**

Noah Test02
 Pending

Other Assessments - Pending
 Overall Assessment - No scores recorded
 Rank - N/A

All selection committee members can see each other's assessment of the applications by clicking the **Assessments** button.

In the **Assessment Details** page, there are three filters at the top.

Question: this filters which particular question the user wants to view;

Applicant: this filters which particular applicant the user wants to view;

Assessor: this filters which selection committee member's assessment the user wants to view.

The table at the bottom half of the page displays the assessments of all applicants from all the selection committee members (if no filter is on).

Below is a screenshot of a sample of the **Assessment Details** page. Note that the questions are samples, they may differ to the current questionnaire in use.

Assessment Details ?

QUESTION:

APPLICANT:

ASSESSOR:

| Question / Applicant | Chris Wang | Ruan Cloete |
|--|------------|-------------|
| 1.1 Application Assessment > Education and Position Alignment | | |
| Chris Wang | No | - |
| Noah Test02 | Yes | - |
| Oliver Test01 | Yes | - |
| 1.2 Application Assessment > Alignment with ACU Mission and Values | | |
| Chris Wang | No | - |
| Noah Test02 | Yes | - |
| Oliver Test01 | Yes | - |
| 1.3 Application Assessment > Evaluate Candidate Application | | |
| Chris Wang | No | - |
| Noah Test02 | Yes | - |
| Oliver Test01 | Yes | - |
| 1.4 Application Assessment > Progress Application to Interview Stage | | |
| Chris Wang | No | - |
| Noah Test02 | Yes | - |
| Oliver Test01 | Yes | - |

All selection committee members can see the advertised vacancy details by clicking the **Vacancy** button. Below is a screenshot of a sample of a vacancy advertisement.

Vacancy Details ?

POSITION: 11.73 to 11.74 test

ORGANISATION UNIT: Marketing

LOCATION: Brisbane

PACKAGE: \$30,000.00 - \$500,000.00

TENURE: Permanent Full Time

CLOSING: 19 Nov 2020

SYNOPSIS:

Operational

ABC Sprockets (Australia) Limited is currently seeking a reliable and enthusiastic individual, to work in our Melbourne state-of-the-art facility as a ??????

Your responsibilities will include but NOT limited to:

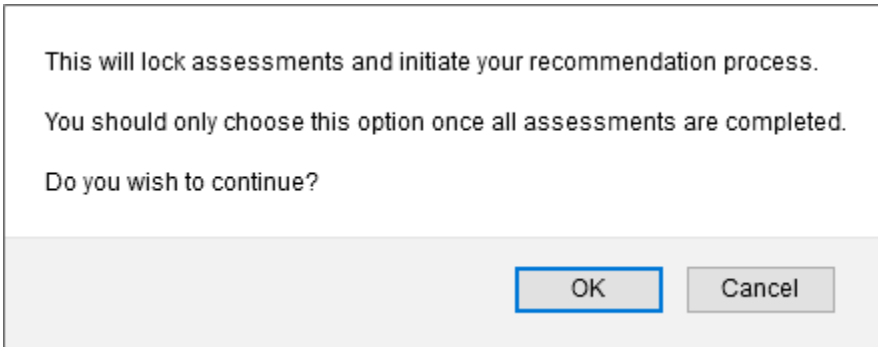
- Cleaning of machinery and offices;
- Operating basic machinery;
- Packing and palletising of products;
- Using hand tools

The successful applicant MUST:

- Be reliable and have a good work ethic;
- Be willing to take instructions and work without supervision;
- Have previous relevant experience;
- Own reliable transport;
- Has full working rights;
- Have a strong commitment to working safely and be able to follow WH&S policies.

If you feel you meet the selection criteria please click the 'Apply Now' button to submit your application.

Only the Hiring Manager can see the **Make Recommendations** button. After clicking the button, a pop-up window will ask the Hiring Manager to confirm that the recruitment process is ready to move to the next stage.



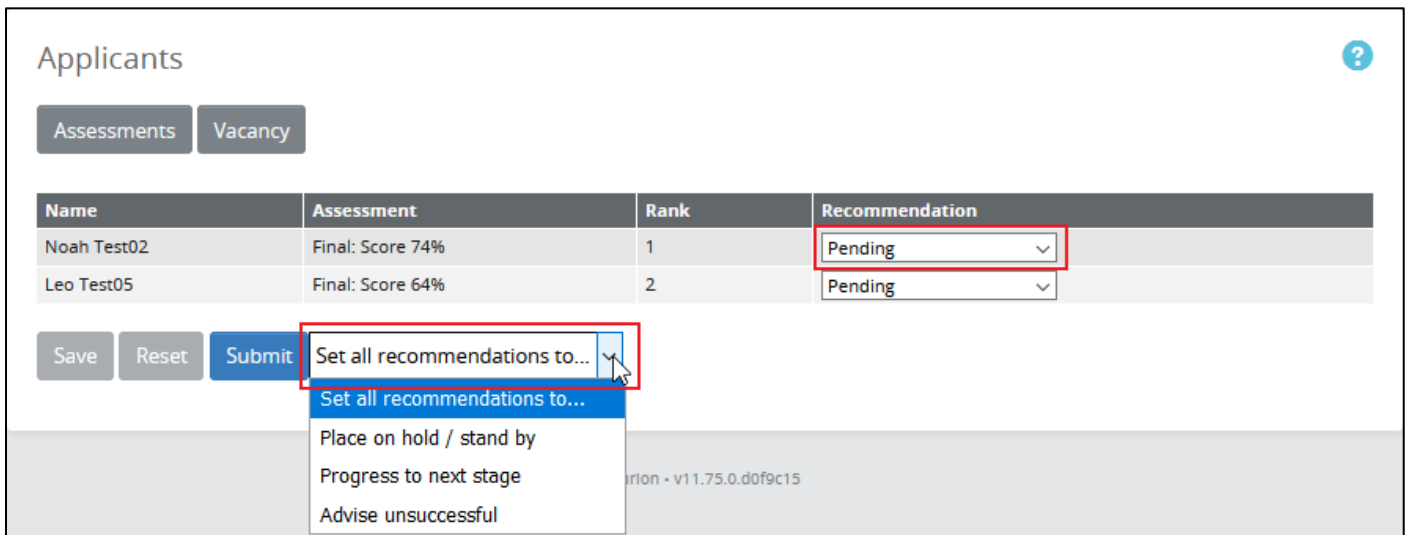
Note, once the Hiring Manager clicks **OK** and moves to the next stage, the Hiring Manager cannot go back to the previous stage. If the Hiring Manager needs to go back to the last task, a request needs to be sent through Service Central.

3.2 MAKE APPLICATION RECOMMENDATIONS

Once the Hiring Manager clicks **OK** in the pop-up window, the **Review applications** task will be archived, and a new task called **Make application recommendations** will appear under **Recruitment**.



Click on the task to make recommendations. The screenshot below is a sample of what the **Make Recommendations** page looks like. The Hiring Manager has access to the **Assessments** of all the committee members and the **Vacancy** details via the two buttons (Assessments and Vacancy) at the top.



In the screenshot above, all the applicants are listed in the table. Use the dropdown in the **Recommendation** column to give each application an outcome. The outcome could be one of the following options:

Place on hold / stand by – An applicant with this outcome will not be progressed into the next stage, however will not receive an unsuccessful email either.

Progress to next stage – The applicant will progress to the next stage.

Advice unsuccessful - The system will send out an unsuccessful email.

If there are too many applicants, the Hiring Manager can use the **Set all recommendations to...** dropdown to apply a majority outcome to all the applicants. This is mostly used to advise several applicants they are unsuccessful (**Advice unsuccessful**).

Click **Save** to save the results.

Click **Submit** to progress to the next stage. A pop-up window will confirm the action.

Choose this option when you have made recommendations for all applicants.

Do you wish to continue?

OK Cancel

Note, once the Hiring Manager clicks **OK** and moves to the next stage, they cannot go back to the previous stage. Please ensure no candidate has the **Place on hold/stand by outcome**. If the Hiring Manager needs to go back to the previous task, a request needs to be sent through Service Central.

3.3 CONDUCT INTERVIEWS

Once the Hiring Manager clicks **OK** in the pop-up window, the **Make application recommendations** task will be archived, and a new task called **Confirm interview complete** will appear under **Recruitment**.

Hiring Manager need to arrange and conduct interviews outside of Staff Connect.

3.4 CONFIRM INTERVIEWS COMPLETED

After the interviews, the Hiring Manager will come back to Staff Connect, and click the **Confirm interviews completed** task to complete the attendance of the interviewees.

Lecturer, Nursing
Confirm interviews completed
hours ago

There are two options in the **Interview Attendance** dropdown,

Completed – request assessment

Did not attend – withdraw application

Attendance ?

| Name | Interview Attendance |
|-------------|---------------------------------------|
| Leo Test05 | Completed - request assessment |
| Noah Test02 | Did not attend - withdraw application |

Save Reset Submit Set all attendances to...
 Set all attendances to...
 Completed - request assessment
 Did not attend - withdraw application

.75.0.d0f9c15

Applicants who completed the interview will be listed in the next task **Assess interviews**.

Click **Save** to save the attendance.

Click **Submit** to progress to the next stage **Assess interviews**. A pop-up window will confirm the action.

Request assessments for completed interviews?

OK Cancel

Note, once the Hiring Manager clicks **OK** and moves to the next stage, the Hiring Manager cannot go back to the previous stage. If the Hiring Manager needs to go back to the previous task, a request needs to be sent through Service Central.

3.5 ASSESS INTERVIEWS

Once the Hiring Manager clicks **OK** in the pop-up window, the **Confirm interviews completed** task will be archived, and a new task called **Assess interviews** will appear under **Recruitment**.

Lecturer, Nursing
Assess interviews
just now

Click the task to assess the interviews.

Applicants ?

Assessments Vacancy **Make Recommendations**

| | | |
|---|--|--|
| <p>Leo Test05 Pending</p> <p>Documents</p> | <p>Other Assessments - Pending Overall Assessment - No scores recorded Rank - N/A</p> <p>Cover Letter - Cover Letter.pdf Resume - IT officer.txt Application Form - Application form.pdf</p> | <p>Scoring <input checked="" type="checkbox"/></p> <p>Questionnaire <input type="checkbox"/></p> <p>Other details <input type="checkbox"/></p> <p>More options </p> |
| <p>Noah Test02 Pending</p> <p>Documents</p> | <p>Other Assessments - Pending Overall Assessment - No scores recorded Rank - N/A</p> <p>Cover Letter - Cover Letter.pdf Resume - Resume.pdf Application Form - Application Form.pdf</p> | <p></p> |

The **Assess interviews** task is identical to the **Review Applications** task. Please refer to 3.1.

The Hiring Manager can check the assessments from the selection committee members by clicking the **Assessments** button.

Please note that, if the Hiring Manager wants to go through a second round (or more) of interviews, please do not click the **Make Recommendations** button until all the interview assessments are completed.

Additional rounds of interviews need to be scheduled outside of Staff Connect by the Hiring Manager. Selection committee members can keep adding/adjusting notes in the **Assess Interviews** task.

Once all the assessments are completed, the Hiring Manager can click the **Make Recommendations** button to progress to the next stage. A pop-up window will confirm the action.

This will lock interview assessments and initiate your recommendation process. You should only choose this option once all assessments are completed. Do you wish to continue?

Note, once the Hiring Manager clicks **OK** and move to the next stage, the Hiring Manager cannot go back to the previous stage. If the Hiring Manager needs to go back to the previous task, a request needs to be sent through Service Central.

3.6 MAKE POST-INTERVIEW RECOMMENDATIONS

Once the Hiring Manager clicked **OK** in the pop-up window, the **Assess interviews** task will be archived, and a new task called **Make post-interview recommendations** will appear under **Recruitment** for the Hiring Manager only.

Lecturer, Nursing
 Make post-interview recommendations
just now

Click the task to make post-interview recommendations.

Applicants ?

Assessments Vacancy

| Name | Assessment | Rank | Recommendation |
|-------------|---------------------|------|------------------------|
| Noah Test02 | Interim: Score 100% | 1 | Progress to next stage |
| Leo Test05 | Interim: Score 33% | 2 | Advise unsuccessful |

Save Reset Submit Set all recommendations to...

The **Make post-interview recommendations** task is identical to **Make application recommendations** task. Please refer to 3.2.

Click **Save** once the recommendations are finalised.

Please do **NOT** select **Place on hold/stand by** at this step. Please carry all potential candidates (maximum 5) to the next stage to conduct reference checks. Hiring Manager can place potential candidates on-hold in the next step.

Click **Submit** to progress to the next stage. A pop-up window will confirm the action.

Choose this option when you have made recommendations for all applicants.

Do you wish to continue?

Note, once the Hiring Manager clicks **OK** and moves to the next stage, they cannot go back to the previous stage. Please ensure no candidate has the **Place on hold/stand by outcome**. If the Hiring Manager needs to go back to the previous task, a request needs to be sent through Service Central.

The tasks under **Recruitment** end here. The rest of the recruitment process will happen under the **Forms** area in Staff Connect.

172 Forms ▼

28 Recruitment ▼

4 Successful Candidate after Interview

4.1 PREFERRED CANDIDATE FORM

Once the Hiring Manager finalises the **Make post-interview recommendations** task, the **Preferred Candidate** form will be triggered by an overnight process under **Forms**.

Candidates (maximum 5) with an interview assessment result of **Progress to next stage** will be included in this form. This form will guide the Hiring Manager through reference checks, and a conversation guide of potential contract details.

Please refer to the guide of the form for more details.

Once the form is submitted to HR, which means a preferred candidate is selected, Appointment Approval form will be triggered by HR.

4.2 APPOINTMENT APPROVAL FORM

Hiring Manager needs to confirm the candidate details and provide contract details in this form for the approvers. Hiring Manager also needs to setup the approval workflow. HR will be engaged in this form.

Please refer to the guide of the form for more details.

4.3 ONBOARDING FORM

An **Onboarding form** will be raised and sent to the successful candidate once HR finalises the Appointment Approval form.

Details for onboarding are collected in this form.

Please refer to the guide of the form for more details.

END OF DOCUMENT