

# Staff Connect User Guide Appointment Approval

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0.1	31/01/2022	Draft	Chris Wang

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# 1 Introduction

## 1.1 PURPOSE

Use this Appointment Approval form to request an approval of an appointment as a result of a competitive recruitment.

## 1.2 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.

# 2 Background

The form is raised by HR after a Preferred Candidate form is submitted by a Hiring Manager. The Hiring Manager will receive this Appointment Approval form and complete the form for approval. The form will firstly go to HR to allow HR to create and attach the contract for approval. Once the form is approved by the Senior Executive Member, HR will receive the form again and trigger an Onboarding form.

### INSTRUCTIONS

You have received this Appointment Approval form because a successful candidate was selected in the Preferred Candidate form.

For further information about the Appointment Approval form, please refer to the **Appointment Approval User Guide**.

For further information about policies and procedures related to Appointment Approval, click here.....



# 3 Hiring Manager

## 3.1 CANDIDATE CARE

It may have been some time since you checked in with the candidate. This is another opportune time to discuss and clarify what is occurring in the current recruitment process, and what ACU's requirements will be to progress the candidate's appointment.

Contact the preferred candidate by initiating a phone call rather than an email. Please take notes of the answers to each question as they will be required to complete the form.

**Make this statement at the beginning of the conversation "We are in the final stages of progressing your recruitment, and we need to confirm some information to progress. This is not a verbal offer."**

Prior to initiating a phone call, review the talking points listed in the form's **CANDIDATE DETAILS (Conversation Guide)** section.

### CANDIDATE DETAILS (Conversation Guide)

It may have been some time since you checked in with the candidate. This is another opportune time to discuss and clarify what is occurring in the current recruitment process, and what ACU's requirements will be to progress the candidate's appointment.

Contact the preferred candidate by initiating a phone call rather than an email. Please take notes of the answers to each question as they will be required to complete the form. Conversations should cover the following questions and information:

- **Make this statement at the beginning of the conversation "We are in the final stages of progressing your recruitment, and we need to confirm some information to progress. This is not a verbal offer."**
- Are you still interested in the Position? (If the candidate withdraws at this step, cancel the form following the instruction in the i bubble)
- Are there any changes in your circumstances that might affect this recruitment moving forward?
- Was the advertised remuneration still in alignment with your expectations?
- Confirm the Working Rights type that applies to this candidate Permanent Resident/ Citizen, Temporry work rights, ACU Sponsored Visa, Other (please provide details in the relevant section)
- If you were to be successful, would you have a particular commencement date in mind?
- Are there any other considerations apart from remuneration that we need to discuss regarding your potential employment should you be successful? (note to Hiring Manager, you are listening out for any special contract consideration)
- Confirming your work pattern and available hours are in alignment with the advertised position?
- Discuss any potential probation criteria to be approved.
- If not already attached to this from, then now is the time that certified copies of qualifications (or equivalent relevant academic or professional practice based experience or expertise), professional memberships and registrations, working with children (vulnerable people in the ACT) check clearance and teacher registration certificates be requested as they will be required to progress the recruitment. See the [Recruitment and Selection Procedure section 5.5](#) for details.

### 3.2 CANDIDATE DETAILS

Candidate's details are listed in this section, including

- Salutation
- Legal First Names
- Preferred Name
- Legal Surname
- Gender
- Date of Birth
- Email
- Personal Mobile
- Previously Employed at ACU

Only **Email** is editable here, in case the candidate changed their email address during the recruitment process.

If any of the identity information has been changed, please attach an identity document to the **Work Rights** question and request the HR to update the information in the **Comments**.

### 3.3 EMPLOYMENT CATEGORY

The pre-populated response is the approved response provided on the Recruitment Request form. If this option needs to be updated then complete the comment section below to advise HR, Endorsers and Approvers the reason for the change.

#### EMPLOYMENT CATEGORY

##### Continuing or Fixed Term

The pre-populated response below is the approved response provided on the Recruitment Request form. If this option needs to be updated then complete the comment section below to advise HR, Endorsers and Approvers the reason for the change.

CHOOSE AN OPTION:

☐ Continuing

☒ Fixed Term

COMMENTS:

### 3.4 PRE APPOINTMENT CHECKS AND DOCUMENTATION

#### 3.4.1 Member of a Religious Congregation

If the candidate is a member of a Religious Congregation, please select Yes from the options below and provide contact and postal details of the Congregation and its Congregational Leader in the COMMENTS field. This will allow HR to contact the religious congregation to establish or update the Agreement.

**Member of a Religious Congregation**

Appointment of members of Religious Congregations are subject to formal arrangements being confirmed with the Congregation. Such arrangements are subject to an Agreement between the University and the Religious Congregation.

Appointment to a position which involves teaching theological subjects will require the approval of the Vice-Chancellor following communication from the relevant ecclesiastical authority in line with [Delegations of Authority 6.11](#).

If the candidate is a member of a Religious Congregation, please select **Yes** from the options below and provide contact and postal details of the Congregation and its Congregational Leader in the COMMENTS field. This will allow HR to contact the religious congregation to establish or update the Agreement.

CHOOSE AN OPTION:

☐ Yes

☒ No

COMMENTS:

#### 3.4.2 Identification Document

If a certified document of identification (Birth Certificate, Passport, Australian Citizenship Certificate) is available please answer 'Yes' and upload the certified document in the supplied field below. If the document has not been provided or isn't certified please answer 'No'. The candidate will be asked to provide this documentation during onboarding.

**Identification Document**

If a certified document of identification (Birth Certificate, Passport, Australian Citizenship Certificate) is available please answer 'Yes' and upload the certified document in the supplied field below. If the document has not been provided or isn't certified please answer 'No'. The candidate will be asked to provide this documentation during onboarding.

CHOOSE AN OPTION:

☒ Yes

☐ No

ATTACHMENT:

COMMENTS:

#### 3.4.3 Work Rights

If the candidate is an Australian citizen and has provided their Birth Certificate, Citizenship Certificate or Australian Passport in the question above then no further working rights documentation is necessary here.

If the candidate is not an Australian citizen, any work right documentation necessary to meet the requirements of this appointment should be attached in PDF format using the ATTACHMENT upload option below. Attachments that are uploaded should be **certified documents or the originals sighted** as per the requirements of the Recruitment and Selection Procedures.

Select from the options below to indicate which type of work right documentation is attached. If there is outstanding documentation still being sourced, please use the COMMENT box to note what is required and how/when it is being obtained.

### Work Rights

If the candidate is an Australian citizen and has provided their Birth Certificate, Citizenship Certificate or Australian Passport in the question above then no further working rights documentation is necessary here.

If the candidate is not an Australian citizen, any work right documentation necessary to meet the requirements of this appointment should be attached in PDF format using the ATTACHMENT upload option below. Attachments that are uploaded should be **certified documents or the originals sighted** as per the requirements of the Recruitment and Selection Procedures.

Select from the options below to indicate which type of work right documentation is attached. If there is outstanding documentation still being sourced, **please use the COMMENT box to note what is required and how/when it is being obtained.**

CHOOSE AN OPTION:

- ☐ Perm Resident/Citizen  
☒ Temporary work rights  
☐ ACU Sponsored Visa  
☐ Other (Provide Comments)

ATTACHMENT:



COMMENTS:

### 3.4.4 Licenses

Any licenses uploaded by the candidate will appear in the table below. Please ensure the attached documents:

- meet the requirements of this appointment
- are certified documents or the originals have been sighted as per the requirements of the Verification of Qualifications Policy.

**If certified or verified copies are not attached** ask the candidate to provide them and attach them by clicking in the table below or using the + Add row button. You can remove the licenses provided by the candidate if it is not relevant to this appointment by tick the box of the row and click Remove button.

If there is outstanding documentation still being sourced then leave a comment in the COMMENTS column of the table below. Note any outstanding documents required and how/when they will be obtained. A conditional offer may occur resulting in the staff member not commencing in the position until all documentation is collected and it is certified or verified.

#### Licenses

Any licenses uploaded by the candidate will appear in the table below. Please ensure the attached documents:

- meet the requirements of this appointment
- are certified documents or the originals have been sighted as per the requirements of the [Verification of Qualifications Policy](#).

**If certified or verified copies are not attached** ask the candidate to provide them and attach them by clicking in the table below or using the [+ Add row](#) button. You can remove the licenses provided by the candidate if it is not relevant to this appointment by tick the box of the row and click Remove button.

If there is outstanding documentation still being sourced then leave a comment in the OTHER DETAILS column of the table below. Note any outstanding documents required and how/when they will be obtained. A conditional offer may occur resulting in the staff member not commencing in the position until all documentation is collected **and it is certified or verified.**

<input type="checkbox"/>	License Type	License Number	Date Acquired	Date of Expiry	Issuing Authority	Comments	Attachment
<input type="checkbox"/>	W/w Children - NSW	WWC987654	02/01/2022	01/01/2022	NSW WWCC Authority		

[+ Add row](#)

### 3.4.5 Qualifications

Any qualifications captured for this candidate will appear in the table below. Please ensure the attached qualifications:

- meet the requirements of this appointment
- are certified documents or the originals have been sighted as per the requirements of the Verification of Qualifications Policy.
- if the recruitment was flagged as a Targeted or Identified position then the candidate may have attached their Certification of Aboriginality and or Torres Strait Islander status.

If **certified or verified copies are not attached** ask the candidate to provide them and attach them by clicking in the table below or using the + Add row button.

If there is outstanding documentation still being sourced then leave a comment in the OTHER DETAILS column of the table below. Note any outstanding documents required and how/when they will be obtained. A conditional offer may occur resulting in the staff member not commencing in the position until all documentation is collected and it is **certified or verified**.

#### Qualifications

Any qualifications captured for this candidate will appear in the table below. Please ensure the attached qualifications:

- meet the requirements of this appointment
- are certified documents or the originals have been sighted as per the requirements of the [Verification of Qualifications Policy](#).
- if the recruitment was flagged as a Targeted or Identified position then the candidate may have attached their Certification of Aboriginality and or Torres Strait Islander status.

If **certified or verified copies are not attached** ask the candidate to provide them and attach them by clicking in the table below or using the [+ Add row](#) button.

If there is outstanding documentation still being sourced then leave a comment in the OTHER DETAILS column of the table below. Note any outstanding documents required and how/when they will be obtained. A conditional offer may occur resulting in the staff member not commencing in the position until all documentation is collected **and it is certified or verified**.

■	TYPE	DISCIPLINE	TITLE	DESCRIPTION	INSTITUTE	INSTITUTE COMMENT	COMPLETED	OTHER DETAILS	DOCUMENT
<input type="checkbox"/>	Bachelor Degree	Economics	Bachelor of Economics	Bachelor of Economics	Melb Coll. of Divinity		01/01/2009	Bachelor of Economics	Bachelor of Economics.pdf

[+ Add row](#)

### 3.4.6 Referee Checks

Any completed reference checks for the candidate will appear in the table below. To attach any additional [manual referee checks](#), click in the table below or use the + Add row button. Use the Comments column to summarise the referee report findings.

Click the link to download a [Referee Report template](#).

#### Referee Checks

Any completed reference checks for the candidate will appear in the table below. To attach any additional [manual referee checks](#), click in the table below or use the [+ Add row](#) button. Use the Comments column to summarise the referee report findings.

Click the link to download a [Referee Report template](#).

■	Referee's Name	Attachment	Comments
<input type="checkbox"/>	Bob One	<a href="#">Referee_Report_Template_Jill D 1.docx</a>	Satisfactory Reference report
<input type="checkbox"/>	Jane Two	<a href="#">Referee_Report_Template_Jill D 2.docx</a>	Satisfactory second reference
<input type="checkbox"/>	Star Three	<a href="#">Referee_Report_Template_Jill D 3.docx</a>	Satisfactory third reference

[+ Add row](#)




### 3.4.7 Resume

The candidates resume should be attached below to help demonstrate the candidates qualifications and experience required to perform the role. Use the COMMENTS text box to add additional information i.e. highlights or why the resume was not required.

**Resume**  
 The candidates resume should be attached below to help demonstrate the candidates qualifications and experience required to perform the role. Use the COMMENTS text box to add additional information i.e highlights or why the resume was not required.

CHOOSE AN OPTION:
 ☒ Yes
 ☐ No

ATTACHMENT:
 

 Resume.pdf
 


COMMENTS:

### 3.5 POSITION DETAILS

Position details will be displayed here as the reference of the appointment.

A Position in the organisation is associated with details such as: Position Number, Position Title, Position Supervisor, Organisational Unit, Cost Code, Employment Type, Employment Category, Classification, FTE, Hours per Week, CDF Level, Authority Level and Essential Position Attributes.

An Appointment contains the details when a candidate/employee is appointed into a Position. Appointment Details are defaulted to the Position Details, however, some of the Appointment Details can be varied, such as Hours per Week, Location, Employment Type, Employment Category, Career Pathway.

The reason for the variation could be due to a temporary appointment that does not change the nature of a Position. For example, the current Employee in a Continuing Full-time Position is taking maternity leave, and the Hiring Manager is appointing a candidate into the Position with a Temporary Fixed-term contract. The appointment could also be a Part-time instead of a Full-time job. However, this temporary Appointment does not change the nature of the Position, thus, Position Details remain unchanged.

### 3.6 APPOINTMENT DETAILS

Please review the appointment details. The pre-populated information is sourced from the approved Recruitment Request form where possible. If you update any of the Appointment Details below then please leave a comment in the **Other Remuneration Instructions** below.

Note: These details are for **this specific appointment**.


#### 3.6.1 Salary Rate and Incremental Step

Please select the salary rate and incremental step for this appointment based on the classification of the position above. Increments would usually be at step 1. For Academic positions where the classification may need to change e.g. Level B to Level C or vice versa then leave an instruction in the **Other Remuneration Instructions** below.

**Salary Rate and Incremental Step**  
 Please select the salary rate and incremental step for this appointment based on the classification of the position above. Increments would usually be at step 1. For Academic positions where the classification may need to change e.g. Level B to Level C or vice versa then leave an instruction in the **Other Remuneration Instructions** below.

RESPONSE:
 

HEW 5 Increment 1 (HEW51)



#### 3.6.2 Hours Per Week

The pre-populated information below is sourced from the approved Recruitment Request form. If you update any of the Appointment Details then please leave a comment in the **Other Remuneration Instructions** below. Note: These details are for **this specific appointment**. Any changes should be in the format of **hh:mm**. Do not use a decimal point.

**Hours Per Week**  
 The pre-populated information below is sourced from the approved Recruitment Request form. If you update any of the Appointment Details then please leave a comment in the **Other Remuneration Instructions** below. Note: These details are for **this specific appointment**. Any changes should be in the format of **hh:mm**. Do not use a decimal point.

RESPONSE:
 

21:00

### 3.6.3 Employment Type and Category (Recruitment Tenure)

This will be the candidate's underlying substantive appointment employment type and category. It should have defaulted with the value already provided in the approved Recruitment Request form. If this has changed since the recruitment approval please provide a comment outlining the reason for the change.

Employment Type and Category (Recruitment Tenure)	
This will be the candidates's underlying substantive appointment employment type and category. It should have defaulted with the value already provided in the approved Recruitment Request form. If this has changed since the recruitment approval please provide a comment outlining the reason for the change.	
RESPONSE:	Fixed Term Part-time
COMMENTS:	

### 3.6.4 Fixed Term Reason

This was the Fixed-term reason provided in the approved Recruitment Request form. If this has changed since the recruitment approval please provide an updated Reason and Comment in the table below.

Fixed Term Reason	
This was the Fixed-term reason provided in the approved Recruitment Request form. If this has changed since the recruitment approval please provide an updated <b>Reason</b> and <b>Comment</b> in the table below.	
Reason	Comment
Specific task or project	X

### 3.6.5 Location

Please select the campus location of this specific appointment.

Location	
Please select the campus location of this specific appointment.	
RESPONSE:	Strathfield

### 3.6.6 Probation Period

Select the required probation period from the drop-down list below. If selecting "**Specified period**" or "**Waived period**" then an explanation must be provided in the COMMENT: box below.

Other Resources:

- [Probation for Continuing Academic Staff](#)
- [Probation for Professional Staff](#)
- [Academic Performance Matrix](#)
- [Capability Development Framework](#)
- [APME and CDF by Pathway and Level](#)

Probation Period	
Select the required probation period from the drop-down list below. If selecting " <b>Specified period</b> " or " <b>Waived period</b> " then an explanation must be provided in the <b>COMMENT:</b> box below.	
Other Resources:	
<ul style="list-style-type: none"> <li><a href="#">Probation for Continuing Academic Staff</a></li> <li><a href="#">Probation for Professional Staff</a></li> <li><a href="#">Academic Performance Matrix</a></li> <li><a href="#">Capability Development Framework</a></li> <li><a href="#">APME and CDF by Pathway and Level</a></li> </ul>	
Probation Period	Comment
<input type="checkbox"/> Professional Staff - 6 months for continuing appointments or for contracts 6 month or greater	Y
<input type="button" value="+ Add row"/>	

### 3.6.7 Probation Criteria

#### Academic Staff Probation:

The first two criteria are mandatory and must be retained in the table below. The other listed criteria can be retained and edited to best reflect the requirements of the position. Criteria that are not required can be removed by checking the box beside the criteria and then clicking the Remove button. Additional criteria can be added by clicking the +Add row button. Refer to the [Academic Probation form](#) for additional examples etc.

Other Resources:

- [Probation for Continuing Academic Staff](#)
- [Academic Performance Matrix](#)
- [Capability Development Framework](#)
- [APME and CDF by Pathway and Level](#)

#### Professional Staff Instruction:

All criteria are mandatory and must be retained in the table below. Additional criteria can be added by clicking the +Add row button. Content can be edited by clicking into the table. Refer to the [Professional Probation form](#) for additional examples etc.

Other Resources:

- [Probation for Professional Staff](#)
- [Capability Development Framework](#)

**Probation Criteria**  
**Academic Staff Probation:**  

The first two criteria are mandatory and must be retained in the table below. The other listed criteria can be retained and edited to best reflect the requirements of the position. Criteria that are not required can be removed by checking the box beside the criteria and then clicking the **Remove** button. Additional criteria can be added by clicking the **+Add row** button. Refer to the [Academic Probation form](#) for additional examples etc.

Other Resources:

- [Probation for Continuing Academic Staff](#)
- [Academic Performance Matrix](#)
- [Capability Development Framework](#)
- [APME and CDF by Pathway and Level](#)

**Professional Staff Instruction:**  

All criteria are mandatory and must be retained in the table below. Additional criteria can be added by clicking the **+Add row** button. Content can be edited by clicking into the table. Refer to the [Professional Probation form](#) for additional examples etc.

Other Resources:

- [Probation for Professional Staff](#)
- [Capability Development Framework](#)

Probation Criteria	
<input type="checkbox"/>	Demonstrated capacity and willingness to undertake all duties and responsibilities of the position.
<input type="checkbox"/>	Demonstrated willingness to respond to changes in workplace requirements within the scope of the position description.
<input type="checkbox"/>	Demonstrated capacity to achieve work outcomes as required within the scope of the position description.
<input type="checkbox"/>	Evidence of demonstrated core competencies of the Capability Development Framework in the achievement of tasks and objectives identified in the position description.
<input type="checkbox"/>	Completion of relevant training modules in accordance with the University's Legal Requirement Training Policy, as varied from time to time.

+ Add row

### 3.6.8 Other Remuneration and Special Conditions

Please outline in the **RESPONSE** field below if any allowances or any other contract or special conditions are required for this appointment. For example:

- Salary loading

- Alternate work location i.e. overseas
- Research support
- Travel arrangements, relocation

#### Other Remuneration and Special Conditions

Please outline in the **RESPONSE** field below if any allowances or any other contract or special conditions are required for this appointment. For example:

- Salary loading
- Alternate work location i.e overseas
- Research support
- Travel arrangements, relocation

RESPONSE:

10% Salary loading

### 3.6.9 Appointment Commencement Date

Populate the appointment commencement date. You can use the COMMENTS field below to note any relevant information.

#### Appointment Commencement Date

Populate the appointment commencement date. You can use the COMMENTS field below to note any relevant information.

RESPONSE:

14 Feb 2022



COMMENTS:

### 3.6.10 Appointment End Date

Please see the [Employment of Fixed Term Staff Procedure](#) and the [Employment of Fixed Term Staff policy](#) to check the different periods of engagement that can be entered into.

#### Appointment End Date

Please select the candidate's appointment Fixed Term end date below:

For more information about the appointment end date, click here...



RESPONSE:

14 Feb 2023



### 3.6.11 Work Pattern

Please select the work pattern for this new appointment from the options provided below.

If 'Other' is selected, further details will be requested within this form.

#### Work Pattern

Please select the work pattern for this new appointment from the options provided below.

If 'Other' is selected, further details will be requested within this form.

Please Note:

- **Standard Full Time Hours:** Monday to Friday, 7 hours per day
- **Other:** Variable Hours, Nominated days and hours, full or part time

CHOOSE AN OPTION:

☒ Standard Full Time Hours

☐ Other

## 3.7 APPOINTMENT ENDORSEMENT & APPROVAL

Setup the approval workflow here. HR will review the form and attach the contract before the endorers and approvers receive the form. HR will finalise the form at the end and initiate the onboarding process.

## APPOINTMENT ENDORSEMENT & APPROVAL

### Hiring Manager

If you are **NOT** the Hiring Manager, please indicate who the Hiring Manager is in the below Response Field.

The Hiring Manager will be engaged in the form before the form goes to the Human Resources.

RESPONSE:

### Human Resources

Human Resources will review this form prior to seeking further endorsement and approval.

RESPONSE:

### Endorser 1 (Optional)

Search and pick the name of Endorser 1 if you need to engage an additional Endorser in the form.

RESPONSE:

### Endorser 2 (Optional)

Search and pick the name of Endorser 2 only if you have picked Endorser 1. Do NOT skip Endorser 1.

RESPONSE:

### Endorser 3 (Optional)

Search and pick the name of Endorser 3 only if you have picked Endorser 1 & 2. Do NOT skip Endorser 1 & 2.

RESPONSE:

### Executive for Approval (Mandatory)

This is a mandatory field. The Executive member is prepopulated based on the ACU Organisational Structure. The Member of Executive name can be amended if required. If a staff member name used in this field is not a Member of Executive, the Internal Appointment will generate message to advise that the staff member selected does not meet the executive approval level requirements.

RESPONSE:

### Senior Executive for Approval (Mandatory)

The Member of Senior Executive is prepopulated based on the ACU Organisational Structure. The Member of Senior Executive name can be amended if required. If a staff member name used in this field is not a Member of Senior Executive, the Internal Appointment will generate message to advise that the staff member selected does not meet the executive approval level requirements.

**Note:** Not all Appointment types require Senior Executive level of approval. See [Delegations of Authority Policy](#) for further information

RESPONSE:

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## 3.8 WORKING NOTES

This section is an open dialogue for all form contributors.

Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.

Information contained in this area will be visible by all contributors as the form progresses.

### Working Notes

This section is an open dialogue for all form contributors.

Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.

Information contained in this area will be visible by all contributors as the form progresses.

RESPONSE:

This section is an open dialogue for all form contributors.

## 3.9 PROCESS

Tick the **DUE DILIGENCE CHECKLIST AND SUBMIT** checkbox and click the **Save** button. Then click the **Submit** button to submit the form.

### Due Diligence Checklist and Submit

By checking the checkbox below, you acknowledge that the relevant due diligence recruitment activities have been undertaken in alignment with ACU policy and procedure.

For more information regarding the requirements click here...



DUE DILIGENCE CHECKLIST AND  
SUBMIT:

☐

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« Previous

Next »

Submit

Save

## 4 Human Resources

### 4.1 INSTRUCTIONS FOR HR

Please review the whole form before commencing a contract. Please clarify any outstanding points/issues with the hiring manager before allowing the form to progress to the endorser and approvers.

### 4.2 WORKING NOTES

Please review and action upon the Working Notes from the previous steps.

#### WORKING NOTES

Peter Wilks (07/02/2022 12:57:27): Step 1 working note

### 4.3 APPOINTMENT ENDORSEMENT & APPROVAL

Please ensure the approval workflow setup fits the requirements from Delegation of Authority Policy.

#### Current Workflow Step

The red flag symbol indicates the current endorser/approver step in the workflow.

Initiator	Hiring Manager	Human Resources	Endorser 1	Endorser 2	Endorser 3	Executive	Senior Executive
Wilks, Peter L	not required	HRBPT1	not required	not required	not required		

### 4.4 CANDIDATE DETAILS

Please ensure the candidate's name is the same as the legal name on the identity documents which can be found later in the form.

#### 4.4.1 Previously Employed at ACU

If the candidate has indicated that they have previously been employed at ACU then the **RESPONSE:** field will indicate a Returning staff member. Otherwise the field will indicate that they are a New Employee.

##### Previously Employed at ACU

If the candidate has indicated that they have previously been employed at ACU then the **RESPONSE:** field will indicate a **Returning** staff member. Otherwise the field will indicate that they are a **New Employee**.

RESPONSE:

Returning

#### 4.4.2 Duplicate or Existing Employee Check

If surname and date of birth of the candidate match with any existing employee, the existing records will be displayed in the table.

##### Duplicate or Existing Employee Check

PersonNo	EmpNo	Names	Gender	Street	Suburb	State	Post Code	Mobile
Darchy, Jill (104873)	Darchy, Jill (304873)	Jill Darchy						
Darchy, Jill (119465)		Jill Darchy						

#### 4.4.3 Candidate Person Number

To avoid the creation of duplicate person records, the table above displays any former employee records with a Surname and Date of Birth that matches those provided by the candidate. Please review the matched records and if the candidate has an existing Aurion record, enter the existing **PERSON NUMBER** in the field below.

Note that if the candidate has indicated they are a former employee, but was previously known by a different Surname a manual check of existing person records will need to be performed to identify their existing **PERSON NUMBER**, if applicable.

##### Candidate Person Number

To avoid the creation of duplicate person records, the table above displays any former employee records with a Surname and Date of Birth that matches those provided by the candidate. Please review the matched records and if the candidate has an existing Aurion record, enter the existing **PERSON NUMBER** in the field below.

*Note that if the candidate has indicated they are a former employee, but was previously known by a different Surname a manual check of existing person records will need to be performed to identify their existing **PERSON NUMBER**, if applicable.*

RESPONSE:



#### 4.4.4 Candidate Employee Number

If the candidate matches any of the former employee records in the table above (Surname and DOB) please research the candidates record in Aurion Core and identify the appropriate **EMPLOYEE NUMBER** and type it in the field below.

Reuse of the best appropriate employee number is a critical thinking decision. Reusing casual records for continuing or fixed term appointments should be considered in the context of time since last use and potential use for future casual appointments. Sessional records should not be used for continuing or fixed term appointments given the high likelihood of further sessional reuse in the future.

##### Candidate Employee Number

If the candidate matches any of the former employee records in the table above (Surname and DOB) please research the candidates record in Aurion Core and identify the appropriate **EMPLOYEE NUMBER** and type it in the field below.

*Reuse of the best appropriate employee number is a critical thinking decision. Reusing casual records for continuing or fixed term appointments should be considered in the context of time since last use and potential use for future casual appointments. Sessional records should not be used for continuing or fixed term appointments given the high likelihood of further sessional reuse in the future.*

RESPONSE:



#### 4.5 PRE APPOINTMENT CHECKS AND DOCUMENTATION

HR needs to check each attached document and validate the documents. If the documents are not certified, or does not meet the requirements of Recruitment and Selection Policy, please select NO to the answers.

If HR selects NO to a document, the candidate will be required to provide certified documents during the onboarding process.

## 4.6 PRE APPOINTMENT CHECKS AND DOCUMENTATION

HR needs to validate each attached document. All documents need to be certified or sighted the original documents.

### 4.6.1 Identification

Select **Yes** if the document is certified. Otherwise, select **No** and leave some instructions in the **Comments** field. The **Comments** will be displayed when the candidate completes an onboarding form in the future.

#### Identification - Valid for Processing? (HR)

I have reviewed the attached document, and can confirm that it is a valid and certified Passport, Birth Certificate, or Australian Citizenship Certificate. If documentation was not supplied, or does not meet certification requirements, please answer 'No'. The candidate will be prompted to upload the documents during onboarding.

CHOOSE AN OPTION:

☐ Yes

☒ No

COMMENTS:

### 4.6.2 Work Rights

Select **Yes** if the document is certified. Otherwise, select **No** and leave some instructions in the **Comments** field. The **Comments** will be displayed when the candidate completes an onboarding form in the future.

#### Work Rights - Valid for Processing? (HR)

I have reviewed the attached document, and can confirm that it is a valid Visa or proof of working rights. If documentation was not supplied, or does not meet certification requirements, please answer 'No'. The candidate will be prompted to upload the documents during onboarding.

CHOOSE AN OPTION:

☒ Yes

☐ No

COMMENTS:

### 4.6.3 Licenses

Check the **Valid for Processing** checkbox in the table if the document is certified. Select **Yes** in the next question if all documents are certified.

If a document in the table is not certified, do not tick the **Valid for Processing**. If additional documents are required, click **+Add row** and select the **License Type**. Select **No** in the next question and the **Comments** will be displayed when the candidate completes an onboarding form in the future.

### Licenses

Any licenses uploaded by the candidate will appear in the table below. Please ensure the attached documents:

- meet the requirements of this appointment
- are certified documents or the originals have been sighted as per the requirements of the [Verification of Qualifications Policy](#).

If **certified or verified copies are not attached** ask the candidate to provide them and attach them by clicking in the table below or using the **+ Add row** button. You can remove the licenses provided by the candidate if it is not relevant to this appointment by tick the box of the row and click Remove button.

If there is outstanding documentation still being sourced then leave a comment in the OTHER DETAILS column of the table below. Note any outstanding documents required and how/when they will be obtained. A conditional offer may occur resulting in the staff member not commencing in the position until all documentation is collected **and it is certified or verified**.

<input type="checkbox"/>	License Type	License Number	Date Acquired	Date of Expiry	Issuing Authority	Comments	Attachment	Valid for Processing
<input type="checkbox"/>	W/w Children - NSW	WWC987654	02/01/2022	01/01/2022	NSW WWCC Authority			<input type="checkbox"/>
<input type="checkbox"/>	Teachers Registration					T		<input type="checkbox"/>

**+ Add row**

### Licenses - Valid for Processing? (HR)

I have reviewed the attached document, and can confirm that they are certified Licenses. If documentation was not supplied, or does not meet certification requirements, please answer 'No'. The candidate will be prompted to upload the documents during onboarding.

CHOOSE AN OPTION:

- ☒ Yes  
☐ No

COMMENTS:

Valid

### 4.6.4 Qualifications

Check the **Valid for Processing** checkbox in the table if the document is certified. Select **Yes** in the next question if all documents are certified.

If a document in the table is not certified, do not tick the **Valid for Processing**. If additional documents are required, click **+Add row** and select the **Type** of the qualification. Select **No** in the next question and the **Comments** will be displayed when the candidate completes an onboarding form in the future.

### Qualifications

Any qualifications captured for this candidate will appear in the table below. Please ensure the attached qualifications:

- meet the requirements of this appointment
- are certified documents or the originals have been sighted as per the requirements of the [Verification of Qualifications Policy](#).
- if the recruitment was flagged as a Targeted or Identified position then the candidate may have attached their Certification of Aboriginality and or Torres Strait Islander status.

If **certified or verified copies are not attached** ask the candidate to provide them and attach them by clicking in the table below or using the **+ Add row** button.

If there is outstanding documentation still being sourced then leave a comment in the OTHER DETAILS column of the table below. Note any outstanding documents required and how/when they will be obtained. A conditional offer may occur resulting in the staff member not commencing in the position until all documentation is collected **and it is certified or verified**.

<input type="checkbox"/>	Type	Discipline	Title	Description	Institute	Institute Coment	Completed	Other Details	Dcoument	Valid for Processing
<input type="checkbox"/>	Bachelor Degree	Economics	Bachelor of Economics	Bachelor of Economics	Melb Coll. of Divinity		01/01/2009	Bachelor of Economics		<input type="checkbox"/>

**+ Add row**

### Qualifications - Valid for Processing?(HR)

I have reviewed the attached document, and can confirm that they are certified copies. If documentation was not supplied, or does not meet certification requirements, please answer 'No'. The candidate will be prompted to upload the documents during onboarding.

CHOOSE AN OPTION:

☐ Yes

☒ No

COMMENTS:

## 4.7 POSITION DETAILS

Position details are displayed for your reference.

## 4.8 APPOINTMENT DETAILS

Please review the appointment details to generate a contract. There are some fields for HR only in this section.

### 4.8.1 Employment Type (Aurion Attendance Type)

#### Employment Category (Aurion Employment Type)

HR Instruction:

Using the Employment Type and Category above and the Fixed Term reason if applicable, choose the correct Employment Category from the **RESPONSE:** field below.

RESPONSE:

Fixed Pre Retirement

### 4.8.2 Employment Category (Aurion Employment Type)

#### Employment Category (Aurion Employment Type)

HR Instruction:

Using the Employment Type and Category above and the Fixed Term reason if applicable, choose the correct Employment Category from the **RESPONSE:** field below.

RESPONSE:

Fixed Pre Retirement

### 4.8.3 Other Remuneration

Please construct a clear statement here, as it will be injected into the Executive Summary. However, you will be able to edit the Executive Summary on the next page.

#### Other Remuneration

##### Instruction for HR:

Please note any allowances, additional remuneration or special contract conditions from the Hiring Manager in the response above.

Ensure what is being proposed aligns with Policy and Delegation e.g. Non standard contract conditions may require VC approval ie Alternate Campus Location.

Use the **RESPONSE** field below to detail which allowances/contract provisions should be added. This will be carried over into the Onboarding form in the final HR step.

**Note: The response written below is inserted into the Exec Summary.**

RESPONSE:

10% Salary loading

#### 4.8.4 Special Conditions

Please record the Special Conditions to the contract in the table.

##### Special Conditions

Condition	Comments
Other	10% Loading

#### 4.9 MOVEMENT CONFIGURATION

##### 4.9.1 Placement Type

The placement type is usually Substantive for external appointment in this situation.

##### MOVEMENT CONFIGURATION

##### Placement Type

This is the Aurion Placement Type and will determine the Movement Code types that can be selected for this appointment.

CHOOSE AN OPTION:

☒ Substantive

☐ Acting

##### 4.9.2 Movement Type

Please select a movement type code.

##### Movement Type - Substantive

##### For HR Use Only:

Please select the Aurion Movement Code that best reflects this appointment. Please refer to HR movement code resource matrix for definitions.

Hyperlink to resource guide goes here when provided (JCDIP01 - HTML WK\_HTML\_40\_25).

Please refer to the information popup for further information about using Movement Codes...



RESPONSE:

Commencement (MVP002)



##### 4.9.3 Executive Summary

Please review the Executive Summary. It is editable if required.

### Executive Summary

A basic summary of the appointment details has been compiled below using the information from the Appointment Approval form. This summary can be edited to include any other information or relevant details to assisting in supporting the endorsement and the appropriate delegated approval of the appointment.

RESPONSE:

This form has been initiated by Wilks, Peter L,

This request is to fill the position Admin Officer PEP (10609136) at the classification and increment level of HEW 5 Increment 1, within the Organisational Unit Fac Education and Arts (70) in Functional Unit: National Sch of Ed. The current line manager for this position is Paula Bone.

The appointment details are: Fixed Term [Pre Retirement](#), Part Time, 21:00 hours per week.

Remuneration and Special Contract Conditions: 10% Salary loading

[Jill](#) has been selected to fill the position with a start date of 14/02/2022. The appointment end date is 14/02/2023.

## 4.10 APPOINTMENT DOCUMENTATION

### 4.10.1 Contract Attachment


Generate and then attach the contract here for approval.

#### APPOINTMENT DOCUMENTATION

##### Contract Attachment

Generate the Contract **PDF** and attach using the ATTACHMENT field below.

ATTACHMENT:

 [Contract.pdf](#)



## 4.11 APPOINTMENT ENDORSEMENT & APPROVAL

Review the approval workflow setup and ensure it complies with the Delegation of Authorities Policy.

## 4.12 WORKING NOTES

Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.

Information contained in this area will be visible by all contributors as the form progresses.

## 4.13 PROCESS

Chose one of the options from the dropdown list and submit the form for approval.

## PROCESS

### Endorse

Please use the dropdown response field below to Endorse, Return to form initiator or Decline and Close Form.

Please ensure comments are placed in the Working Notes above, so that all form contributors understand your response reason for endorsing, returning, or closing the form.

Click the blue [Save](#) button. Once the form has verified, the blue [Submit](#) button will appear to submit the form.

If you would like to go back to the previous page, click on the Previous button below.

If you would like to save the form and return to it later, click on the Save button below.

RESPONSE:

Endorse

COMMENTS:

Endorse

Return to form initiator

Decline and Close Form

## 5 Endorsers and Approvers

The form is read-only at the endorsers and approvers steps.

**Working Notes** and **Executive Summary** will provide an overview of the appointment.

Please leave comments in the **Working Notes** at the end of the form and select one of the options in the Process dropdown list.

Click **Save** then click **Submit** button to progress the form.

## PROCESS

### Approve

Please use the dropdown response field below to Approve or Return to HR.

Please ensure comments are placed in the Working Notes above, so that all form contributors understand your response reason for approving or returning the form.

Click the blue [Save](#) button. Once the form has verified, the blue [Submit](#) button will appear to be able to submit the the form.

If you would like to go back to the previous page, click on the Previous button below.

If you would like to save the form and return to it later, click on the Save button below.

RESPONSE:

Approve

## 6 Post Approval HR Step

HR is able to amend the contract at the last step of the form if it is required by the approvers.

### 6.1 POST APPROVAL UPDATE AUTHORITY

If there are email communications and evidence of approval, please attach it here.

### Post Approval Update Authority

The details above are representative of what has been approved. These details should not be changed without evidence of appropriate approval.

If for any reason a change is required, upload evidence that the appropriate approval has been sought and gained before also uploading an amended Offer document in the next section.

If no changes were made then leave this field blank.

ATTACHMENT:



COMMENTS:

## 6.2 AMENDED OFFER DOCUMENT

If contract is amended, please attach the new contract here.

### Amended Offer Document

If for any reason a change was required to any of the above details, after uploading evidence of appropriate approvals above, upload an amended Offer document here.

If no changes were made then leave this field blank.

ATTACHMENT:



COMMENTS:

## 6.3 HR CHECKLIST AND PROCESSING

Please go through the HR checklist.

### HR CHECKLIST AND PROCESSING

#### Processing Guideline and Checklist


Description	Complete
Contact the Hiring Manager and advise that they can make the verbal offer ~ set Drop-down to "On Hold" while awaiting outcome	<input type="checkbox"/>
Hiring Manager advises that verbal offer rejected and they are seeking approval for a contract amendment	<input type="checkbox"/>
Hiring Manager provides evidence of approval. Upload approval document and update Offer details. Generate and upload an amended Offer document. Contact the Hiring Manager and advise that they can make the amended verbal offer	<input type="checkbox"/>
Hiring Manager advises that verbal offer accepted. Select Commence Onboarding and submit the form	<input type="checkbox"/>
Hiring Manager advises the Candidate has withdrawn. Select the "Withdrawn" option in the drop down list. Check with Hiring Manager if there were any other candidates on the Preferred Candidate form that can be progressed	<input type="checkbox"/>
Hiring Manager advises that the Candidate has declined. Select the "Declined" option in the drop down list. Check with Hiring Manager if there were any other candidates on the Preferred Candidate form that can now be progressed.	<input type="checkbox"/>
Any other item nominated by the Appointments team	<input type="checkbox"/>

## 6.4 CANDIDATE PROCESS OPTIONS

Select a propriate process for the appointment.

### Candidate Process Options

RESPONSE:



COMMENTS:

Finalise

Save

Click **Save** and then **Submit** the form. If **Commence Onboarding** is selected, an Onboarding form will be sent to the candidate.

END OF DOCUMENT