Staff Connect
User Guide
Recruitment Request

VERSION	DATE	STATUS	CONTRIBUTOR/S
0.1	09/11/2021	Draft	Chris Wang
0.2	22/11/2021	Review and Update	Daniella Doherty
0.3	22/12/2021	Review	Chantal Farah
0.4	02/01/2022	Review and Update	Chris Wang
0.5	07/01/2022	Review and Update	Kya Simpson
1.0	08/01/2022	Publish	Kya Simpson

Contents

1 Introduction

1.1 PURPOSE

The purpose of this Staff Connect Recruitment Guide is to outline the steps to complete the Recruitment Form in Staff Connect. Staff Connect Recruitment can be used to:

- Advertise a position (External and Internal)
- Advertise a position (Internal Only)
- Advertise a position to an Internal Limited Cohort
- Advertise a position via an Agency (soon to be released – not yet active)

1.2 OBJECTIVES

After reading this document the user should be able to:

- Start a recruitment process in Staff Connect
- Understand the differences between different recruitment activities

1.3 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.

3 Initiate Recruitment

Ensure that there is an up-to-date position description for the position prior to commencing any recruitment activity. If the position selected for recruitment does not have an online position description, or if it was last reviewed more than one year ago, the recruitment workflow will redirect you to the Position Review form for completion. Once the Position Review is complete, the recruitment activity can re-commence.

3.1   REQUEST TO FILL

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.

3.1.1   Initiate a Request to Fill form

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.

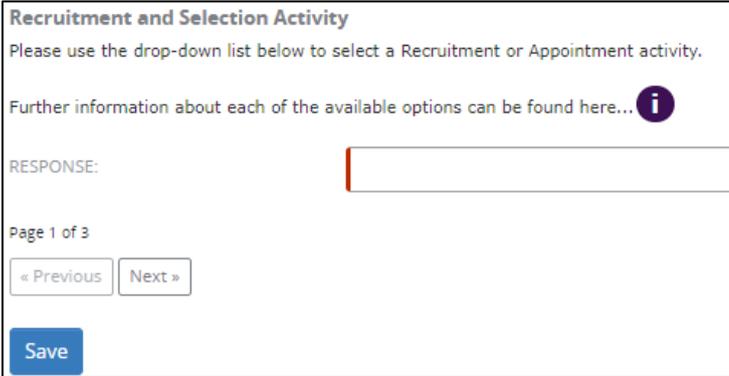In the Folder Filter field, select **Recruitment and Selection (RECSEL)**.
In the Form field, select **Request to Fill (RECR.1)**.

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

3.1.2   Recruitment and Selection Activity

To nominate the type of recruitment activity you are initiating, in the **RESPONSE** field, select a Recruitment or Appointment activity from the drop-down **RESPONSE** field to initiate the recruitment process.

Recruitment and Selection Activity

Please use the drop-down list below to select a Recruitment or Appointment activity.

Further information about each of the available options can be found here... ⓘ

RESPONSE:

Page 1 of 3

« Previous   Next »

Save

Once a **RESPONSE** has been chosen, click on the blue **Save** button at the bottom of the page.

After the form has been saved successfully, click **Next** to proceed to page 2.

For reference, the **Recruitment and Selection Activity** drop-down includes the different recruitment and appointment options including:

- **Internal Appointment (Direct)**

Internal Appointment can be used for a direct appointment involving a temporary internal secondment, transfer of a staff member, placement of a staff member unattached from a substantive position, redeployment as part of a change process or as part of another direct appointment process.

- **External Appointment (Direct)** - (soon to be released – not yet active)

Direct External Appointment can take place as a result of a temporary external secondment, or if a candidate is selected for a grant-funded position.

- **Advertised Vacancy**

The vacancy will be open to the public for application, including internal and external applicants.

- **Internal Only Advertised**

The vacancy will be only open to internal applicants. Only internal applicants with access to Staff Connect can see the vacancy.

- **Internal Limited Cohort**

The vacancy will be hidden on the recruitment portal. The direct link to the vacancy will be sent to the Hiring Manager for distribution to a limited cohort of eligible applicants.

- **Agency**- (soon to be released – not yet active)
The resourcing of the vacancy will be outsourced to an agency.
- **Talent Pool**

Collecting resumes to build up a talent pool.

3.1.3   Position to be Filled

All recruitment and appointment activities require the identification of a position for the candidate/staff member to be appointed to.

Use the **ORG UNIT FILTER** field to indicate the organisational or functional unit that the position you are recruiting to is within. If you start typing the name of the organisational unit in the field, possible matches are displayed.

ORG UNIT FILTER:	Select an organisation unit to filter positions.

A report on the positions within an organisational unit is available to assist with identifying the position that is the subject of your recruitment or appointment action. Click on the **Position Report** hyperlink provided (shown below) to run the report for the organisational unit chosen in the Org Unit Filter field.

Note: If working off Campus, ensure you are connected to the VPN to view the Position Report.

Position to be Filled

Search for the Position below:

As you commence typing in the response fields, position details will be displayed in a pick list. Please check the details to help you select the correct position.

For further assistance with identifying positions within your organisational or functional unit, please use the Position Report.

Note: If working off Campus, please ensure you are connected to VPN to view the Position Report.

In the **RESPONSE** field, select or search for the position within the identified organisational or functional unit.

RESPONSE:	Search all positions.

Alternatively, if the position number is already known, or has been identified using the **Position Report** above, type the number directly into the **RESPONSE** field and select the position.

When searching for a position, the **RESPONSE** field will also display details in relation to the position number to assist in identifying the correct position to select.

i This form is with you for completion.

REQUEST TO FILL DETAILS

Position to be Filled

Search for the Position below:

As you commence typing in the response

For further assistance with identifying po

Note: If working off Campus, please ensu

ORG UNIT FILTER:

RESPONSE: Reporting Officer

Administrative Officer (10608410)
ORGANISATION UNIT   Workforce Systems Admin (200)
OCCUPANT   Vacant
CLASSIFICATION   HEW 6 (HEW6)
HOURS PER WEEK   35:00:00
LOCATION   North Sydney (5)

Administrative Officer (10608411)
ORGANISATION UNIT   Workforce Systems Admin (200)
OCCUPANT   Ramanathan, Vivekanandan
CLASSIFICATION   HEW 6 (HEW6)
HOURS PER WEEK   35:00:00
LOCATION   North Sydney (5)

Once you have identified the correct position and entered the details in the **RESPONSE** field, click the **Next** button to save and proceed to Page 3.

3.1.4 Position Details

The Request to Fill will identify if an online and current position description is available for the selected position. This will appear in green with the Last Reviewed Date.

POSITION DESCRIPTION VALIDATION

A current position description(PD) for the selected position was found.

Last Review Date: 25/02/2021

Please confirm the PD is still aligned with the expectations of the role prior to commencing the recruitment or appointment form.

If you wish to amend the PD elements or content please commence a Position Review through the 'My Forms' section in Staff Connect.

If an online position description was found however has not been reviewed in the past 12 months, the Request to Fill will flag the last review date in red and will automatically raise a Position Review for the position for completion.

25. POSITION DETAILS

A position description(PD) for the selected position was found but is no longer valid as per the University policy.

Last Review Date: 01/05/2019

Please view the current position details below and raise a Position Review for this position by following the instructions at the bottom of this page.

25. POSITION DETAILS

There are no currently approved Online Position descriptions for this position. You can use this form to commence a position review. Please read the instructions at the bottom of this page to commence the Position Review form for this position.

If no online position description was found, the Request to Fill will advise that no online position description was found for the position and will automatically raise a Position Review for the position for completion.

If the position has been reviewed online, the Position Description document and the position details are displayed. The position details displayed are not editable. They reflect the current details of the position, not the details related to the incumbent or future incumbent of the position. If you wish to amend the Position Description content, please commence a Position Review through the 'My Forms' section in Staff Connect. Once the Position Review is approved, raise a new Request to Fill form.

25.4. Position Number

RESPONSE: 10608936

25.5. Position Title

RESPONSE: Senior Administrative Officer

25.10. Position Full Title

RESPONSE: Workforce Business Systems Data Analyst (HR/Payroll)

25.13. Position Supervisor

RESPONSE: Associate Director (10608277)

25.14. Career Pathway

RESPONSE: Professional

25.15. Position Details Table

Organisation Unit	Authority Level	Classification	Hours per Week	Position Type	Attendance Type	FTE	CDF Level
HRP Phase 2 Project (457)	Staff Member	HEW 7 (HEW7)	35:00	Continuing	Full Time	1	HEW 7 CDF1 (700100)

25.20. Current Positions Reporting Into

Position	Occupant
	No reporting positions

25.25. Current Position Occupants

Employee	Salary Rate	FTE	Contract Expiry Date
Wang, Qingyu (311663)	HEW 7 Increment 4 (HEW74)	1	

25.30. Position Costing

Entity	Project/SOF	Activity	Costing %
AUS National (91)	HRIS/Payroll Phase 2 (904155-322)	Default Activity (9999)	100

25.35. Essential Position Attributes

| Type	Item	Description
Training	Consumer Comp Act Train	Consumer Competition Act Training
Training	Protected Disclosure Req	Protected Disclosure Whistleblower Training Req
Training	W/w Chld Vul Adlt Develop	W/w Children Vulnerable Adult Training Required

3.1.5 Create Recruitment or Appointment Form

Tick the **SUBMIT** checkbox, then click the **Save** button. An Internal Appointment form will be raised and displayed.

It may take around 60 seconds for the system to create the Internal Appointment form. Please do **not** refresh the page while waiting.

4 Recruitment Form

The **INSTRUCTIONS** at the commencement of the form outlines sources to assist with the recruitment process. Become familiar with the Recruitment and Selection Policy and Procedure prior to commencing recruitment.
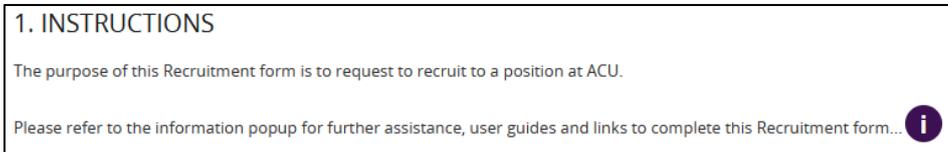
4.1 POSITION DETAILS

The position details displayed are not editable. They reflect the current details of the position as outlined in the most recent position review. If changes are required to be made to the position, cancel this form and commence a Position Review through staff Connect. Recruitment Details are editable below the Position Details section.

POSITION DETAILS

Below are the current Position Details of the selected Position. Where necessary, the position details can be edited for the vacancy in the Recruitment Details section

For more information about the differences between Positions and Recruitment details please click here... ⓘ

Position Number

RESPONSE: | 10610283

Position Title

RESPONSE: | Senior Administrative Officer

Position Full Title

RESPONSE: | Workforce & Processes Reporting Coordinator

Position Supervisor

RESPONSE: | Peter Wilks

Position Reports To

RESPONSE: | Senior Administrative Officer (10608406)

Career Pathway

RESPONSE: | Professional

Position Details Table

Organisational Unit	Authority Level	Classification	Hours per Week	Employment Category	Employment Type	FTE	CDF Level
HRIS Strategy (478)	Staff Member	HEW 8 (HEW8)	35:00	Continuing	Full Time	1	HEW 8 CDF1 (800100)

Position Direct Reports

Position	Occupant
	No reporting positions

Position Costing

Entity	Project/SOF	Activity	Costing %
AUS National (91)	Human Resources Office Prj-OP Tracked (844710-111)	Default Activity (9999)	100

Essential Position Attributes

Type	Item	Description
Training	Protected Disclosure Req	Protected Disclosure Whistleblower Training Req
License	W/w Chid Vul Adlt Authrty	W/w Children Vulnerable Adult Authority Required
Training	Child Safe	Child Safe Organisation

Position Description Document

ATTACHMENT: | ☁ 10610283 Workforce and Processes Reporting Coordinator 15 July 2021.pdf

4.2 RECRUITMENT DETAILS

Recruitment Details outline what will be used for the position advertisement. The prepopulated details are the Position Details, however they can be edited to suit the advertisement.

Reasons that recruitment details may vary from the position details include the need to advertise a temporary appointment that does not change the substantive nature of the position. For example, the current staff member in a Continuing Full-time Position is taking parental leave, and the Hiring Manager may be recruiting a candidate into the Position with a Fixed-term employment category contract. This advertised vacancy does not change the nature of the Position, thus, Position Details remain unchanged.

4.2.1 Recruitment Activity

Recruitment Activity outlines the Recruitment and Selection Activity that was selected at the time you commenced the Request to Fill form. If it is incorrect, please cancel this form using the red Cancel Form button and commence a new Request to Fill.

For **Internal Limited Cohort** recruitment, the vacancy is not published on the ACU Careers Page or other public recruitment channels. The direct link to the vacancy will be sent to the Hiring Manager for distribution to eligible applicants.

4.2.2 Recruitment Request Reason

Please select a reason for recruiting to the position. If **'Replacement Other'** is selected from the dropdown, please provide as much detail as possible in the **COMMENTS** field.

Recruitment Request Reasons include: New position, Resignation, Fixed term contract expired, Retirement, Pre-retirement, Parental leave, Further unpaid Parental Leave, Approved period absence, Backfill Secondment, Studentship, and Replacement Other.

4.2.3 Position Title

This **Position Title** will be used in the advertisement only, it will not amend or edit the Position Title of the position permanently. Please ensure the Position Title continues to align with the Position Description.

Example: Position Title that is normally Lecturer may be advertised as Lecturer in Paramedicine to become more specific or aligned to the advertisement.

4.2.4 Location

Select the campus location(s) where the position could be based in the table. More than one location can be selected.

Location

Select the campus location(s) where the position could be based in the table below.

Location	State	Select
Canberra	ACT	☐
Blacktown	NSW	☐
North Sydney	NSW	☑
Strathfield	NSW	☐
Brisbane	QLD	☑
Adelaide	SA	☐
Ballarat	VIC	☐
Melbourne	VIC	☐
Rome	Italy	☐

4.2.5 Employment Category

Please select an **Employment Category** option from the dropdown field. Dropdown options include Casual, Continuing Fractional, Continuing Full-time, Continuing Part-time, Fixed Term Fractional, Fixed Term Full-time, Fixed Term Part-time, and Sessional. Please click on the information bubble for more information on each of the employment categories.

Employment Category

Please select an employment category option below.

Please refer to the information popup for further information about Employment Categories at ACU... ⓘ

RESPONSE: Continuing Full-time

4.2.6 Hours Per Week

Please provide the number of funding hours per week for the position in the format of hh:mm. Note: ACU Staff Enterprise Agreement Full Time hours is equal to 35 hours per week.

Hours Per Week

Please provide the number of funding hours per week for the position in the format of hh:mm. Note: ACU Staff Enterprise Agreement Full Time hours is equal to 35 hours per week.

RESPONSE: 35:00

4.2.7 Contract Length If Fixed Term

If the position is to be advertised as a fixed term position, please place in the expected length of the fixed term opportunity. For example: 9 months, 2 years etc. Please leave this RESPONSE field blank if it is not a fixed term contract.

Contract Length If Fixed Term

Expected length of the fixed term opportunity. For example: 9 months, 2 years etc. Please leave this response blank if not a fixed term vacancy.

RESPONSE: 6 months

4.2.8 Fixed Term Reason

Please click in the blank row of the table. Select a **REASON** from the dropdown list and provide additional details in the **COMMENTS** field. Please leave this response blank if this is not a fixed term vacancy.

The options for Fixed Term Reason include: Specific task or project, Specific task or project contingent appointment, Research, Research continuing contingency, Replacement of a staff member, Recent professional practice required, Subsidiary to studentship, New organisational unit, Disbanded organisational unit, and Changing operational needs – requires agreement by the union/s.

Fixed Term Reason

Please click the blank row in the table below. Select a REASON from the dropdown list and provide additional details in the COMMENTS field. Please leave this response blank, if not a fixed term vacancy.

Reason	Comments
Research	Research project.

4.3 ADVERTISEMENT DETAILS

If Internal Limited Cohort is selected for the Recruitment Activity, only a selected group of staff members will be able to view and apply for the advertised position.

4.3.1 Advertising Open Date

This is the approximate date that the advertisement for the position will open. Please allow for approvals and preparation of the advertisement to be completed when selecting an opening date.

If this recruitment form is finalised after the date placed in the Advertising Open Date, the advertisement will commence as soon as possible after the completion of the recruitment form and the end date will be extended out accordingly unless Human Resources is notified otherwise.

Advertising Open Date

This is the approximate date that the advertisement for the position will open. Please allow for approvals and preparation of the advertisement to be completed when selecting an open date.

If this advertised vacancy is finalised after the open date, the advertisement will commence as soon as possible after the completion of this form and the end date below will be extended out accordingly unless Human Resources is notified otherwise.

RESPONSE:	1 Dec 2021

4.3.2 Advertising Close Date

This is the approximate date that the advertisement for the position will close.

If the recruitment form is finalised after the open date above, the advertisement closing date will be extended accordingly.

All advertisements will close at 11.59pm AEST.

Advertising Close Date

This is the approximate date that the advertisement for the position will close.

If this advertised vacancy is finalised after the open date above, the advertisement end date will be extended out accordingly.

All advertisements will close at 11.59pm AEST.

RESPONSE:	15 Dec 2021

4.3.3 General Enquiry Contact Details

The details of the contact person will be included in the advertisement for any general enquiries applicants may have regarding the advertised position. Search and select the staff member's name to use as the general enquiries contact if the pre-populated name is required to be changed.

General Enquiry Contact

The details of the contact below will be included in the advertisement for any general enquiries applicants may have regarding the advertised position. Search and select the staff member for recruitment contact if the pre-populated one needs to be changed.

RESPONSE:	Wang, Qingyu (311663)	🔍

4.3.4 Advertising Channels

Use the table to record where advertising will take place and the cost of each advertisement. The advertising costs are estimates only and may be subject to alteration. Costs are based on current exchange rates and are subject to fluctuation. Advertising strategy and cost approval is required prior to advertising commencement. Please be aware that the employing area will bear the cost of advertising.

For recruitment activities like Internal Only Advertised, Internal Limited Cohort and Student Jobs on Campus, this question will not be visible.

Advertising and Recruiting Channels ❓

Use the table below to record advertising channels and their costs. The advertising costs are estimates only and may be subject to alteration. Costs are based on current exchange rates and are subject to fluctuation. Advertising strategy and cost approval is required prior to advertising commencement. Please be aware that the employing area will bear the cost of advertising... ⓘ

☐	Channel	Other details	Cost
☐	LinkedIn	Priority	$500

+ Add row

4.3.5 Advertising Cost Document

Please upload any estimated advertising costs, quotes or additional documentation related to advertising costs for all Endorsers and Approvers to view.

For recruitment activities like Internal Only Advertised, Internal Limited Cohort and Student Jobs on Campus, this question will not be visible.

Advertising Cost Document

Please upload any additional estimated advertising costs, quotes or other documentation related to advertising costs below for all Endorsers and Approvers to view e.g agency or executive search quotes.

ATTACHMENT:		☁

4.3.6 Advertising Cost Code

The Cost code populated in the **RESPONSE** field is consistent with the details allocated against the position costing. Digits 48521 with the position cost code references the Natural Account Recruitment Costing and is required on the end of each cost code for Advertising the position. Please edit the advertising cost code if required.

For recruitment activities like Internal Only Advertised, Internal Limited Cohort and Student Jobs on Campus, this question will not be visible.

Advertising Cost Code

The Cost code populated in the field below is consistent with the details stored against the position costing. Digits 48521 references the Natural Account Recruitment Costing and is required on each cost code for Advertising. Please edit the advertising cost code below if required.

RESPONSE:	91-844710-111-9999-48521

4.3.7 Work Rights

Do you wish to limit this opportunity only to people that have work rights in Australia?

If no, you may need to sponsor an overseas applicant without work rights. This would be at the expense of the employing unit. Visa Restrictions may apply.

Work Rights

Do you wish to limit this opportunity only to people that have work rights in Australia?

If no, you may need to sponsor an overseas applicant without work rights. This would be at the expense of the employing unit. Visa Restrictions may apply.

CHOOSE AN OPTION: ◉ Yes
                    ○ No

4.3.8 Working with Children and/or Vulnerable Adults

The Working with Children and/or Vulnerable Adults requirement displayed is the identified requirement outlined for the position in the Position Review form. Please ensure that this information is accurate for the advertising of this position.

Working with Children and/or Vulnerable Adults

The position requires a Working with Children Check (WWCC) and/or Work with Vulnerable People Check (WWVP).

CHOOSE AN OPTION: ◉ Yes
                    ○ No

4.3.9 Qualifications, Skills, Knowledge and Experience

The Qualifications, Skills, Knowledge and Experience have been inserted directly into this recruitment form from the online Position Description and will be used as the Selection Criteria for the application process. Additional Selection Criteria can be added for the recruitment of this position by clicking on the **Add Row** button.

If the position has not been reviewed using the online Position Review form, then this section will appear blank. Please copy the content from the approved PDF version of Position Description into each row.

Qualifications, Skills, Knowledge and Experience

☐	Type	Question
☐	Qualification	Completion of a degree in information technology, MIS or Human resources and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.
☐	Experience	Demonstrated experience in business analyst activities including engagement with stakeholders to identify and document functional requirements, design reporting and business process improvement solutions.
☐	Experience	Demonstrated experience in implementing effective workforce reports, systems and processes, including coordinating all aspects of the solution implementation life cycle, eg solution design, development, process mapping, testing and training.
☐	Skill	Ability to think critically and demonstrate conceptual understanding related to the analysis and development of policies, procedures, data structures, systems and processes.
☐	Skill	Proven skills in project management, including use of sound professional judgement to make evidence-based decisions and determine priorities, together with excellent planning and organising skills. Certification in project management and/or LEAN methodology would be highly regarded.

`+ Add row`

4.3.10 Core Competencies

The 10 Core Competencies are the foundation to the successful achievement of our Strategic Plan. They describe the areas that we need to focus on in our work to achieve excellence.

Live ACU's Mission, Vision and Values; Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values, is a mandatory core competency of all positions at ACU.

A total of five core competencies that are required to perform the duties of the position will be selected and used in the Selection Criteria of this application process.

If the position has not been reviewed using the online Position Review form, then this section will appear blank. Please select the items from the approved PDF version of Position Description.

Info	Competency	Description	Select
ⓘ	Live ACU's Mission, Vision and Values	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	☑
ⓘ	Apply Commercial Acumen	Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.	☐
ⓘ	Adapt to and Lead Change	Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.	☐
ⓘ	Deliver Stakeholder Centric Service	Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.	☑
ⓘ	Collaborate Effectively	Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	☑
ⓘ	Communicate with Impact	Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.	☑
ⓘ	Coach and Develop	Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.	☐
ⓘ	Responsible & Accountable for Ach Excellence	Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.	☑
ⓘ	Know ACU Work Processes and Systems	Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.	☐
ⓘ	Make Informed Decisions	Make informed, evidence-based decisions by sourcing and interpreting University and business information.	☐

4.3.11 Essential Attributes

Essential Attributes is part of the selection criteria that the applicants will be required to address as part of the selection criteria also.

Essential Attributes

RESPONSE: Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

4.3.12 Aboriginal and Torres Strait Islander

Outline using the dropdown if this recruitment activity is only open to Aboriginal and Torres Staite Islander applicants. There are three options in the dropdown: Targeted Position, Identified Opportunity, and Not Applicable. Definitions of an Identified Position and a Targeted Position are described below.

Identified Position

ACU may identify positions where a genuine occupational requirement of the position requires the position holder to be an Aboriginal and Torres Strait Islander person. This may include roles which involve developing or implementing policies, programs or services focusing on Aboriginal and/or Torres Strait Islander students or staff or liaising with Aboriginal and/or Torres Strait Islander communities.

Targeted Position

ACU, when required, may target certain positions to achieve Aboriginal and Torres Strait Islander employment strategy outcomes. The strategy includes a range of proactive recruitment initiatives and cultural support for staff that aim to increase the participation of Aboriginal and Torres Strait Islander staff at all levels of the University to 3%. One initiative to achieve this is advertising a role as a Targeted Position for Aboriginal and Torres Strait Islander people.

Vacancies can be advertised as a Targeted Position, and if the advertisement is not successful, then an open advertisement can occur.

For further information please refer to Appendix 1.6 in the Recruitment and Selection Procedure.

See also the Human Rights Commission guidelines (regarding the use of discrimination legislation) to support Aboriginal and Torres Strait islander Employment.

Aboriginal and Torres Strait Islander

Is this opportunity only open to Aboriginal and Torres Strait Islander applicants?... ℹ️

CHOOSE AN OPTION:
- ○ Targeted Position
- ○ Identified Opportunity
- ○ Not Applicable

4.3.13 Refresh Synopsis

Check the **REFRESH SYNOPSIS** checkbox to reset the Synopsis below to the original template with information from page 1 of this form.

If you have already edited the Advertising Synopsis on page 2 of this recruitment form, checking the checkbox will reset the Advertising Synopsis with the details on page 1, and wipe your previous editing.

Refresh Synopsis

Please check the REFRESH SYNOPSIS checkbox below and then click the blue SAVE button at the bottom of this page to automatically populate the Advertising Synopsis with any additional information that was manually added into the fields on the previous page of this form.

Please do not use this checkbox to refresh the advertising synopsis if editing has occurred directly in the Advertising Synopsis below, as this will reset to default wording and edits may be lost.

REFRESH SYNOPSIS: ☐

4.3.14 Advertising Synopsis

Advertising Synopsis is generated based on the Position Details and responses from the previous page of the recruitment form. The sections of the advertising synopsis highlighted in yellow are examples of wording that requires editing and customisation. Other content can be edited in the advertising synopsis if required.

Click the three dots on the right side of the toolbar to access more editing tools to remove the background colour of the highlighted sections.

Advertising Synopsis

Please refer to the information popup for further assistance on how to use the synopsis editor... ℹ️

File Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* U̲ Helvetica ∨ 14px ∨ Paragraph ∨ ☰ ☰ ☰ ☰ ⇤ ⇥ ☰∨ ☰∨ **•••**

A∨ ✎∨ Iₓ ⊙ 🖶 🖼 ⚓ 🔗

- **Example Wording - Part time(0.2), fixed term contract for five year Melbourne.**
- **Example Wording - Enhance bioethical expertise and capacity in Catholic healthcare.**
- **Example Wording - Conduct philosophically-informed research in bioethics.**

Australian Catholic University (ACU) is an inclusive community which welcomes students and staff of all beliefs. ACU has over 2,500 staff supporting more than 34,000 students across eight campuses – Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield, Blacktown and Rome.

As valued members of our community, all staff members are expected to have an understanding of ACU's mission and values and to demonstrate an active contribution to them.

ABOUT THE HUMAN RESOURCES DIRECTORATE

4.3.15 Advertising Short Summary

Please place a short summary about the advertised vacancy in the **RESPONSE** field. Please ensure that the format is kept as three points as per the example. Please ensure the Campus Locations that the position could be based at are outlined in this summary as the first point. E.G. Based in Brisbane, North Sydney, Blacktown or Melbourne.

NOTE: There is a 1000 character limit to the short synopsis.

Advertising Short Summary

Please place a short summary about the advertised vacancy below. Please ensure that the Campus Locations that the vacancy could be based at are outlined in this summary in the first instance. E.G. Based in Brisbane, North Sydney, Blacktown or Melbourne. NOTE: There is a one thousand character limit to the short synopsis.

RESPONSE:

-EXAMPLE WORDING: Campus Location/s
-EXAMPLE WORDING: Key Element/Responsibility About the Position
-EXAMPLE WORDING: Full Time/Part Time , FTE, Hours Per Week, Continuing/Fixed Term

---

4.4   RECRUITMENT PANEL

Please ensure that each person selected for the recruitment panel has agreed to participate in the selection process for recruitment of this position. The composition of the Selection Panel will be different based on the position being recruited. For more information, please see the Composition of Selection Panels Standards. Click on each of the red arrows to see the detailed requirements for each panel type.

> ▶ **For Academic Level A-C**
> ▶ **For Academic Level D-E**
> ▶ **For Academic Department Dean/Associate Dean/National Head of School**
> ▶ **For Enterprise/Industry Professor**
> ▶ **For Professional Staff HEW 1-9**
> ▶ **For Professional Staff HEW 10/Senior Management**
> ▶ **For Member of Executive**
> ▶ **For Member of Senior Executive**

4.4.1   Panel Composition Due Diligence Check

Please use the check boxes to confirm that the relevant factors have been given due diligence and consideration.

Role of Chair Training

The Chair of the selection panel must have completed the Role of the Chair training as per section 2 of the Recruitment and Selection Procedure. To apply for Role of the Chair training please complete the Request Role of Chair Training form in Service Central.

Conflict of Interest and Employment of Close Relatives

As per the Recruitment and Selection Procedure (5.1) the Chair must brief the Selection Committee members on their responsibilities and legislative obligations (equal opportunity, confidentiality and privacy requirements), and any perceived conflict of interest. A conflict of interest is defined in section 7 of the Recruitment and Selection Policy. If a conflict of interest becomes apparent at any time to a panel member, then The Chair shall seek a replacement from the same category of panel membership.

Gender Equitable Panel

All Selection Committees based on size must have at least one representative of each gender, and where the size of the panel is greater than three, there must be gender balance.

Panel from Outside Work Area

One (1) member from outside the immediate work area who may be from ACU or another institution must be on the panel.

Aboriginal and Torres Strait Islander Panel

If the position is a Targeted or Identified Position, has an Aboriginal and Torres Strait Islander person been included on the interview panel? Note: The National Manager, Aboriginal and Torres Strait Islander Employment or Human

Resources can assist with identifying appropriate panel members.

Panel Composition Due Diligence Check

Please use the check boxes below to confirm that the relevant factors have been given due diligence consideration. For further details click here... ⓘ

Panel Consideration	Confirmed
The Chairperson of the Panel has completed the Role of Chair training.	☐ *
Conflict of Interest and Employment of Close Relatives has been discussed. Any resulting action taken has been based on declarations.	☐ *
Gender is equitably represented on the panel.	☐ *
A panel member from outside the immediate work area or from another institution has been selected for the panel.	☐ *
If the position is Targeted or Identified (see i Bubble) then an Aboriginal and Torres Strait Islander person has been included on the interview panel.	☐ *

4.4.2   Chair

Search and select the chairperson's name in the RESPONSE field.

Chair

Search and select the chairperson's name in the RESPONSE field below.

RESPONSE: [🔍]

4.4.3   Hiring Manager

Search and select the Hiring Manager's name in the RESPONSE field.

Hiring Manager

Search and select the Hiring Manager's name in the RESPONSE field below.

RESPONSE: [🔍]

4.4.4   Recruitment Assistant

The Recruitment Assistant is normally a nominated person within the Organisational Area that can assist the Chair and Hiring Manager in managing the recruitment process.

Search and select the Recruitment Assistant's name in the RESPONSE field.

Recruitment Assistant

The Recruitment Assistant is normally a nominated person within the Organisational Area that can assist the Chair and Hiring Manager in managing the recruitment process.

Search and select the Recruitment Assistant's name in the RESPONSE field below.

RESPONSE: [🔍]

4.4.5   Other ACU Panel Members

Click a table row, to search and select other panel members.

The search and select function behave differently in a table. Click a row to add panel members. Type name in the search field, click outside of the field, then click in the field again, the search list will show up, and you can select the person in the list.

Other ACU Panel Members

Click a table row below, to search and select other panel members.

Other interview panel members not specified above

4.4.6   External Panel Members

If a panel member is external to the University, click a row to provide contact details.

External Panel Members

If a panel member is external to the University, click a row below to provide contact details.

☐	External Name	Email Address	Organisation
☐			

+ Add row

4.4.7   Panel Composition Comments

Please document any reasons why the Selection Panel does not meet the panel composition requirements in the COMMENTS field, outlining all efforts made by the Chair to achieve representation according to the Recruitment and Selection Policy. This information will be submitted to the relevant delegate for approval.

Panel Composition Comments

Please document any reasons why the Selection Panel does not meet the panel composition requirements in the COMMENTS field below, outlining all efforts made by the Chair to achieve representation according to the Recruitment and Selection Policy. This information will be submitted to the relevant delegate for approval.

RESPONSE:

4.5   INTERVIEW QUESTIONS

The Interview Question table outlines sample questions that may be used for the interview process. Please use the table to edit the interview questions. As per the Recruitment and Selection Procedure (1.2) please compile at least five behavioural based interview questions which cover the breadth of role requirements. Also select a mission-based interview question from the Hiring for Mission - Interview Guide.

Sample questions related to Hiring for Service can be found on the Interview section on the Recruiting your team intranet page. Sample questions relating to CDF levels 1 and 2 have also been provided.

Interview questions placed in this area will have the opportunity to be viewed by other workflow Endorsers/Approvers and confirm their approval for the questions to be asked at the interview stage.

Interview Questions

Below are sample questions that may be used for the interview process. Please use the table below to edit the interview questions. As per the Recruitment and Selection Procedure (1.2) please compile at least five behavioural based interview questions which cover the breadth of role requirements. Also select a mission-based interview question from the Hiring for Mission - Interview Guide.

Sample questions related to Hiring for Service can be found on the Interview section on the Recruiting your team intranet page. Sample questions relating to CDF levels 1 and 2 have also been provided.

Interview questions placed in this area will have the opportunity to be viewed by other workflow Endorsers/Approvers and confirm their approval for the questions to be asked at the interview stage.

☐	Description
☐	At ACU every member of the community has a role in advancing our mission. How would you support the mission and identity of the University?
☐	What aspects of the mission and identity of ACU appeals to your professional aspirations?
☐	
☐	
☐	

+ Add row

4.6 RECRUITMENT ENDORSEMENT & APPROVAL

4.6.1 Hiring Manager

The **Hiring Manager** field is pre-populated with the form initiator's name. If the form is raised by an Executive Assistant instead of the Hiring Manager, select the Hiring Manager here. The Hiring Manager will be the first one to endorse the recruitment form. It is a mandatory field.

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 Human Resources.

RESPONSE: Wang, Qingyu (311663)

4.6.2 Human Resources

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

4.6.3 Endorser 1 to 3 (Optional)

Endorser 1 (Optional)

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

RESPONSE:

Endorser 2 (Optional)

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

RESPONSE:

Endorser 3 (Optional)

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

RESPONSE:

Endorser 1 to 3 are optional.

4.6.4 Executive or Above for Approval (Mandatory)

This is a mandatory field. The Member of Executive is prepopulated based on the ACU Organisational Structure. The Member of Executive can be amended to allow for another Member of Executive or above if required.

Executive or Above for Endorsement (Mandatory)

This is a mandatory field. The Member of Executive is prepopulated based on the ACU Organisational Structure. The Member of Executive can be amended to allow for another Member of Executive or above if required.

RESPONSE:

4.6.5 Senior Executive or Above for Approval (Mandatory)

The Member of Senior Executive is prepopulated based on the ACU Organisational Structure. The Member of Senior Executive can be amended to allow for another Member of Senior Executive or above if required.

Senior Executive or Above for Approval (Mandatory)

The Member of Senior Executive is prepopulated based on the ACU Organisational Structure. The Member of Senior Executive can be amended to allow for another Member of Senior Executive or above if required.

RESPONSE:

4.7   WORKING NOTES

This section is an open dialogue for all form contributors.

Please use this section 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 of the form as it progresses.

Working Notes

This section provides an open dialogue for all form contributors.

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

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

RESPONSE:

4.8   PROCESS AND SUBMIT

To confirm and submit the recruitment form, check the submit box and then click on the blue save button. Once the form has verified, click on the blue submit button.

Due Dilligence Checklist and Submit

Please confirm that all information provided in this recruitment form is accurate, and due diligence has been undertaken prior to submitting this Recruitment form. and submit this Recruitment form, tick the check box below, and then the Blue Save button below. Once the form has verified, a Blue Submit button will appear below. Click on the Blue Submit Button to submit this Recruitment form.

If you would like to go back to the previous page, click on the Previous button below, but do not tick the Submit check box.

If you would like to save the form and return to it later, click on the Save button below but do not tick the Submit check box.

If you would like to cancel the creation of this form and delete it, click on the Red Cancel Form button in the top left corner of this form.

DUE DILLIGENCE CHECKLIST AND SUBMIT: ☐

5 Hiring Manager

If the Hiring Manager is different to the form initiator, the Hiring Manager will be able to endorse the form at this step.

The Hiring Manager should refer to the **Working Notes** at the beginning of the form and review the form. The form is not editable at the Hiring Manager step.

On the last page, use **WORKING NOTES** to record any comments or instructions for the next workflow participant.

There are three options for the Hiring Manager, **Endorse, Return to form initiator** or **Decline and Close Form**. If Return to initiator is selected, ensure to leave comments in the Working Notes question.

Click the **Save** button. Then click the **Submit** button to submit the form.

6 Human Resources

The majority of the Recruitment form is editable to Human Resources. HR should review and critically analyse:

- Recruitment Details to ensure it's aligned with the Position Details.
- Advertisement Details section including the Advertising Channels and costing.
- Advertising Synopsis and Advertising Short Summary.
- Recruitment Panel composition
- Recruitment Endorsement and Approval alignment with all relative polices.

All changes should be communicated back to the Form Initiator and Hiring Manager.

6.1   WORKING NOTES

Working Notes includes all the information from other form contributors. It is helpful for HR to understand the endorsement/approval concerns.

WORKING NOTES
Chris Wang (14/12/2021 21:39:10): This section provides an open dialogue for all form contributors. Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, contractual agreements, queries, and clarifications.

6.2   APPOINTMENT ENDORSEMENT & APPROVAL

In the **Current Workflow Step** table, the red flag symbol indicates which endorser or approver the form is currently with.

Initiator	Hiring Manager	Human Resources	Endorser 1	Endorser 2	Endorser 3	Executive	Senior Executive
Wang, Qingyu	not required	⚑ HRBPT1	not required	not required	not required	Chegwidden, Diana E	not required

6.3   POSITION DETAILS

Position Details and Position Description document are displayed.

6.4   RECRUITMENT DETAILS

All Recruitment Details are editable for HR. With the whole picture in mind, HR need to make necessary changes to the Recruitment Details. Any changes to the Recruitment Details should be confirmed with the hiring manager.

6.4.1   Recruitment Activity

This is the Recruitment and Selection Activity that was selected at the time the form initiator commenced the Request to Fill form.

Recruitment Activity is extremely important in this form. This answer will determine which vacancy template will be used.

If the option selected by the Hiring Manager is incorrect, please close the form and ask the Hiring Manager to raise a new one.

6.5   ADVERTISEMENT DETAILS

All Advertisement Details are editable for HR. Please confirm with the Hiring Manager if any changes have been made.

Additional instructions for HR:

6.5.1   Advertising Channels

HR needs to check whether the cost matches the channel. If a more accurate cost is obtained by HR, it needs to be updated.

Each different location for SEEK needs to be listed in a separate line with its cost.

Once all channels are included, add another row and select Estimated Total Cost to present a total cost to the approvers.

6.5.2 Advertising Cost Document

If the latest quote is different from the advertising channel cost spreadsheet on the intranet, please upload it here.

6.5.3 Advertising Cost Code

Please make sure '-48521' the natural account of recruitment cost is included.

Advertising Cost Code

The Cost code populated in the field below is consistent with the details stored against the position costing. Digits 48521 references the Natural Account Recruitment Costing and is required on each cost code for Advertising. Please edit the advertising cost code below if required.

RESPONSE: 91-844710-111-9999-48521

6.5.4 Work Rights

Confirm with the Hiring Manager if 'No' is selected here to ensure the possibility of a sponsored visa.

6.5.5 Selection Criteria

Review the four sections to ensure they are aligned with the Position Description.

Working with Children and/or Vulnerable Adults

Qualifications, Skills, Knowledge and Experience

Core Competencies

Essential Attributes

6.5.6 Aboriginal and Torres Start Islander

Confirm with the Hiring Manager if Targeted Position or Identified Opportunity is selected. Ensure the legislation quote is included in the synopsis on the next page.

6.5.7 Advertising Synopsis

Review the synopsis to ensure all changes that you made are reflected here.

It is also HR's opportunity to insert # function for LinkedIn at the end of the synopsis.

6.5.8 Advertising Short Summary

Please ensure the Campus Locations that the vacancy could be based at are outlined in this summary in the first instance.

6.6 RECRUITMENT PANEL

Please ensure the composition of the panel is align with the Recruitment and Selection Policy.

6.6.1 HR Recruiter

This is the opportunity for HR to assign a team member to follow up with this recruitment.

HR Recruiter

Please place in the HR staff member/representative name below that will be coordinating this recruitment process.

RESPONSE:

6.7 INTERVIEW QUESTIONS

Review the proposed Interview Questions.

6.8 APPOINTMENT ENDORSEMENT & APPROVAL

HR has the capability to adjust the approval workflow if necessary. Note that not all recruitment types require Senior Executive level of approval. Please refer to the Delegations of Authority Policy and Register for details on the delegated level of approval required for recruitment and appointment actions.

6.9 WORKING NOTES

It is recommended to list all the changes HR has made to the form and the reasons in the Working Notes.

6.10 PROCESS

There are three options at the HR endorsement step.

- **Endorse** – Endorse the form and submit to the next endorser/approver.
- **Return to form Initiator** – If HR finds the information provided by the hiring manager is insufficient or requires the hiring manager to make some amendments, use this option.
- **Decline and Close Form** – There are two situations when this option can be selected. HR completely declines the Recruitment form; or when the following endorser, approver completely declines the recruitment request.

Please read the Working Notes carefully prior to selecting and submitting.

If the form is returned from endorsers/approvers for rework, please communicate with the initiator but **do not** return the form to the initiator for the rework.

7   Endorser and Approver

Endorsers and approvers are engaged based on the setup of the workflow. All the information is read-only to workflow endorsers and approvers.

Read the **Working Notes** at the beginning of the form.

Use the **Working Notes** section on the last page of the form to record the comments if required. If the form is to be returned to HR for rework, state the reasons in the Working Notes.

Endorsers and approvers can select **Approve** to progress the form or **Return to HR for rework** to ask HR to amend the vacancy.

PROCESS

Endorser 1 Endorsement

Please use the dropdown below to endorse the form, or to return the form to Human Resources.

Please ensure you comment in the Working Notes, so that all form contributors understand your response reason for approving or returning 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
Return to HR for rework

Page 2 of 2

« Previous   Next »

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

8 HR Recruitment Finalisation

HR will receive the recruitment form again once it has been approved by all workflow approvers and endorsers.

8.1 CHANGE OF ADVERTISING DATES

If the approval date of the form is later than the proposed Advertising Start Date, HR will be required to edit the **Advertising Open Date and Advertising Close Date**.

Advertising Open Date

This is the approximate date that the advertisement for the position will open.

If this advertised vacancy is finalised after the open date, the advertisement will commence as soon as possible after the finalised date, and the end date below will be extended out accordingly.

RESPONSE: 1 Dec 2021

Advertising Open Date

This is the approximate date that the advertisement for the position will open.

If this advertised vacancy is finalised after the open date, the advertisement will commence as soon as possible after the finalised date, and the end date below will be extended out accordingly.

RESPONSE: 1 Dec 2021

Advertising Close Date

This is the approximate date that the advertisement for the position will close.

If this advertised vacancy is finalised after the open date above, the advertisement end date will be extended out accordingly.

All advertisements will close at 11.59pm AEST.

RESPONSE: 15 Dec 2021

Advertising Close Date

This is the approximate date that the advertisement for the position will close.

If this advertised vacancy is finalised after the open date above, the advertisement end date will be extended out accordingly.

All advertisements will close at 11.59pm AEST.

RESPONSE: 15 Dec 2021

The advertising open date and advertising close date will also need to be edited in the **Advertising Synopsis** manually at this step. Also ensure any background colours, layout and formatting is appropriate.

8.2 INTERNAL LIMITED COHORT

For an Internal Limited Cohort recruitment activity, the advertisement is not visible on the ACU Careers Page.

Human Resources will send a URL of the vacancy directly to the Hiring Manager for distribution to the limited cohort of staff that will be invited to apply for the position.

END OF DOCUMENT