Staff Connect User Guide Student Jobs Recruitment

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0.1	02/09/2021	Draft	Chris Wang
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Contents

1   Introduction

1.1   PURPOSE

The purpose of this Student Jobs Recruitment User Guide is to outline the Student Jobs recruitment process in Staff Connect.

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   Initiate Recruitment

2.1   REQUEST TO FILL

The Request to Fill form is the starting point of many recruitment and selection activities at ACU.

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

To raise a Request to Fill form, log into Staff Connect and click on the _Dashboard > My Forms_ menu.
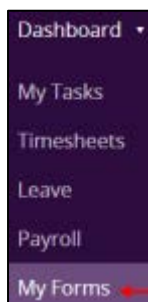
Click on the green **+ Add** button.
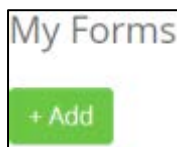
In the Folder Filter field, select **Recruitment and Selection (RECSEL)**.
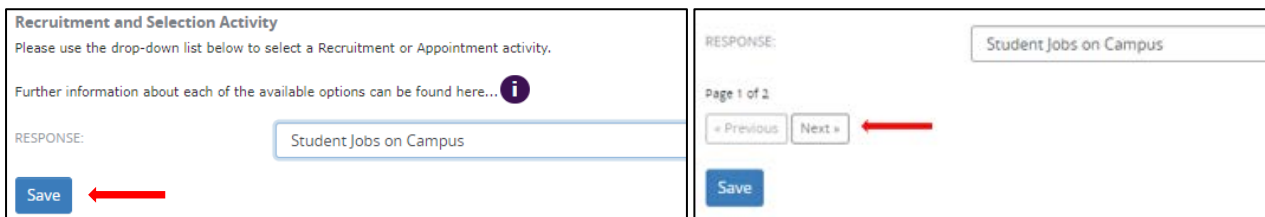In the Form field, select **Request to Fill (RECR.1)**.

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

2.2 RECRUITMENT AND SELECTION ACTIVITY

To nominate the type of activity you are initiating, in the **RESPONSE** field, select **Student Jobs on Campus** from the drop-down list.

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.

On page 2, check the **SUBMIT** checkbox and click on the blue **Save** button at the bottom of the page.

A new Student Jobs Recruitment form will be created. Note: This process may take up to 60 seconds.

3 Student Jobs Recruitment Form

Student Jobs on Campus connects students who are looking for employment opportunities with ACU employers who are looking to hire staff. Positions will vary depending on staffing needs. To date students have worked as research assistants, library assistants, data entry officers, project management assistants, and administrators. Roles can also vary in length from a few days to a few months.

Benefits include:

- No recruitment agency needed
- Engage with the Student Jobs on Campus team who understand your needs as an ACU employer
- No advertising costs
- Early identification of talent
- Today's student employees could become tomorrow's ACU staff
- Confidentiality
- Contribution to ACU strategic objectives
- Graduate employability, development of graduate attributes and student retention.

This form will create a request to Student Jobs on Campus (SJC) to advertise a casual position on CareerHub. Before submitting this form, you must familiarise yourself with the ACU Employment of Casual Professional Staff Policy.

Other resources that may be helpful during this process are:

- Professional Staff Salary Rates
- SJC Job advertisement example
- Interview Guide
- Referee Report Template

3.1 REQUEST TO ADVERTISE - CASUAL POSITION DETAILS

Please outline the casual position details to be advertised on CareerHub.

The position details include:

- Position Title
- Functional Unit
- Position Purpose
- Tasks/Duties/Responsibilities
- Selection Criteria
- Essential Attributes (non-editable mandatory attributes for all ACU positions)
- Employment Category
- Remuneration/Pay Rate

All the details provided in this section will be used to generate the advertisement synopsis.

3.2 ADVERTISEMENT DETAILS

It is typically recommended to advertise a vacancy for a minimum of 2 weeks, however you can nominate to have a shorter or longer advertisement period depending on the urgency of filling the position.

3.2.1 Advertising Open Date

Please note that this is the approximate date that the advertisement for the position will open. Ensure that you allow time for approvals and preparation of the advertisement to be completed when selecting an open date.

If this form is finalised after the nominated open date, the advertisement will commence as soon as possible after the completion of this form and the closing date below will be extended out accordingly unless Student Jobs is notified otherwise.

Advertising Open Date

Please note that 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 form is finalised after the open date selected, the advertisement will commence as soon as possible after the completion of this form and the end date below will be extended out accordingly.

RESPONSE:

3.2.2 Advertising Close Date

Please note that 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.

Advertising Close Date

Please note that 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 close date will be extended out accordingly.

All advertisements will close at 11.59pm AEST.

RESPONSE:

3.2.3 Campus Location

Select the Campus location/s the position will be based at.

Campus Locations

Select the Campus location/s the position will be based at.

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

3.2.4 Length of Opportunity

Please record the expected start date and expected length of the opportunity.

Example: To start November for 9 months etc.

Length of Opportunity

Please record the expected start date and expected length of the opportunity.

Example: To start November for 9 months etc.

RESPONSE:

3.2.5 Hours per Week

If there is a requirement to outline specific days of work, hours per day, weeks of the months, or months of the year, please place this into the Advertisement on Page 2 in the APPROXIMATE WORK HOURS AND COMMENCEMENT section.

Approximate Hours Per Week

Please place in the approximate hours per week of the position. If there is a requirement to outline specific work days, hours per day, weeks of the month, or months of the year, please place this into the Advertisement Synopsis on Page 2 in the **APPROXIMATE WORK HOURS AND COMMENCEMENT** section.

RESPONSE: hh:mm

3.2.6 General Enquiry Contact Details

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 name needs 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 name needs to be changed.

RESPONSE:

3.2.7 Create Advertising Synopsis

Once all fields on this page have been completed, check the **CREATE ADVERTISING SYNOPSIS** checkbox at the bottom of the page, then click on the **NEXT** button to proceed to Page 2 and create a draft Student Jobs advertisement in the Advertising Synopsis with all of the information provided on this page.

Note: If returning to Page 1 to amend information, checking the **CREATE ADVERTISING SYNOPSIS** checkbox again will create a new Advertising Synopsis and replace any the changes previously made in the Advertising Synopsis on Page 2. Please only select the checkbox a second time if an update to the Advertising Synopsis is necessary.

3.2.8 Advertising Synopsis

The Advertising Synopsis is generated based on information recorded in the Position Details and Advertisement Details from sections on page 1.

Review the Advertising Synopsis content and edit/update as required.

Click the three dots on the right side of the toolbar to access more editing tools.

3.3 DUE DILIGENCE AND APPLICATION RECIPIENTS

3.3.1 Due Diligence Check

Please review and check the checkboxes to confirm that you have:

- read the ACU Employment of Casual Professional Staff Policy
- reviewed the Job Advertisement Example and written the job advertisement as you would like it to appear on the CareerHub website
- permission to recruit from your Member of Executive (or their nominee) as per the Delegations Policy c6.6.

Due Diligence Check

Please confirm that you have:

- read the ACU Employment of Casual Professional Staff Policy
- reviewed the Job Advertisement Example and written the job advertisement as you would like it to appear on the CareerHub website
- permission to recruit from your member of executive (or their nominee) as per the Delegations Policy c6.6.

Statement	Confirmed
I confirm that I have reviewed the ACU Employment of Casual Professional Staff Policy	☐ *
I have reviewed the Job Advertisement Example and written the job advertisement as I would like it to appear on the CareerHub website	☐ *
I confirm that I have permission to recruit from my member of executive (or their nominee) as per the Delegations Policy c6.6	☐ *

3.3.2   Application Recipient 1

Nominating at least one person to receive applications is mandatory. This person would normally act as the Chair in a recruitment and selection panel.

In the **RESPONSE** field, search and select the name of the person who should receive the applicants details.

Application Recipient 1

Search and select the name of the person who should receive the applicants' details in the RESPONSE field below.

This person would act as the Chair in a recruitment and selection panel.

RESPONSE:

3.3.3   Application Recipient 2 and 3

Adding second and third recipients is optional. If required, search and select the name of another person who can receive the applicants details in the relevant **RESPONSE** fields below.

Application Recipient 2

Optional: Search and select the name of another person who can receive the applicants' details in the RESPONSE field below.

RESPONSE:

Application Recipient 3

Optional: Search and select the name of another person who can receive the applicants' details in the RESPONSE field below.

RESPONSE:

Once all application recipients are entered, click on **NEXT** to proceed to the next page.

3.4   RECRUITMENT ENDORSEMENT & APPROVAL

3.4.1   Hiring Manager

The **Hiring Manager** field is pre-populated with the form initiator's name. If the form is raised by a person assisting with recruitment 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, place the Hiring Manager in the below RESPONSE field.

The Hiring Manager will be required to approve the request prior to the form being approved by Student Jobs.

RESPONSE:

3.4.2 Endorser 1 to 3 (Optional)

Endorsers 1 to 3 are optional.

You don't need to include a member of the Student Jobs on Campus team, as they receive all forms once they have been endorsed by the Hiring Manager and other nominated endorsers.

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:

3.5 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.

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:

3.6 PROCESS AND SUBMIT

To confirm and submit the recruitment form, check the **SUBMIT** checkbox and then click on the blue **Save** button.

Once the form has verified, click on the blue **Submit** button.

Submit
To confirm 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 are not ready to submit the form, 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.

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.

SUBMIT: ☐

4 Hiring Manager

If the Hiring Manager is the form initiator, then the form is sent directly to the Student Jobs on Campus team at the previous PROCESS AND SUBMIT step.

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

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.

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

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.

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:

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

Due Dilligence Checklist and Endorse

Please use the dropdown below to approve the form, or to return the form to the form initiator.

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

RESPONSE: Endorse   ⌄

Page 3 of 3   Endorse
                             Return to form initiator
« Previous   Next »   Decline and Close Form

In the **RESPONSE** field, select the appropriate option from the drop-down list.

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

5 Endorser

Endorsers are engaged based on the setup of the workflow. All the information is read-only to workflow endorsers. Read the **Working Notes** at the beginning of the form.

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.

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 the form initiator for rework, state the reasons in the Working Notes.

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:

Endorsers and approvers can select **Approved** to progress the form or **Return to form initiator** for the initiator to make amendments before resubmission.

Endorser 1 Endorsement

Please use the dropdown below to endorse the form, or to return the form to the Form Initiator.

Please place comments in the Working Notes, so that all form contributors understand reasons for approving or returning the form.

Click the blue Save button. Once the Recruitment form has verified, the blue Submit button will appear to submit the Recruitment form.

To go back to the previous page, click on the Previous button below.

To save the form and return to it later, click on the Save button below.

RESPONSE:

Page 2 of 2

« Previous   Next »

Approved
Return to form initiator

In the **RESPONSE** field, select the appropriate option from the drop-down list.

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

6 Student Jobs on Campus Finalisation

The Student Jobs on Campus (SJC) team will receive the recruitment form once it has been approved by all workflow endorsers.

6.1 POSITION TITLE

The SJC team is able to edit the Position Title. Please ensure the Position title is no longer than 65 Characters.

Position Title

Please place in the Position Title of the position below. This position title will be used for the CareerHub advertisement. Please ensure the Position title is no longer than 65 Characters.

Example: *Administrative Support Officer (Strathfield Campus)*

RESPONSE: Administrative Support Officer (North Sydney campus)

6.2 CHANGE OF ADVERTISING DATES

If the approval date of the form is later than the proposed Advertising Open Date, SJC may elect to edit the **Advertising Open Date** and **Advertising Close Date**.

Advertising Start Date

Please note that 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 form is finalised after the open date selected, 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 Student Jobs is notified otherwise.

RESPONSE: 2 Dec 2021

Advertising End Date

Please note that 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: 16 Dec 2021

If these dates are changed, the advertising closing date will also need to be edited manually at the bottom of the **Advertising Synopsis** at this step.

We encourage you to access the Career Development Services **Application Assist**. Through this service, you can access resources to help you write application documents (including your resume, cover letter and addressing selection criteria). Remember, if Selection Criteria is requested as part of the application, it is not optional.

You can also submit these documents for review and receive feedback from one of our Careers Advisers. *Please allow a three business day turnaround for responses.*

You will be asked to attach your resume and a covering letter addressing the points in the essential criteria through the submission link, all of which are listed above.

Remember: responding to Selection Criteria is not optional.

SUBMISSION OF RESUME, COVER LETTER AND ESSENTIAL SELECTION CRITERIA LINK

For further information please contact **Chris Wang, Senior Administrative Officer - Workforce Systems & Processes, chris.wang@acu.edu.au**

Please **DO NOT** send any applications to an email address. ALL applications must be submitted by clicking the 'APPLY' button above or below.

APPLICATION CLOSING DATE

Applications close 16-DEC-2021

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6.3 CREATE THE ADVERTISEMENT

6.3.1 Create the advertisement

Tick the **CREATE VACANCY AND RETRIEVE APPLICATION URL** check box and click the **Save** button.

6.3.2 Obtain the link to the advertisement.

The URL to the vacancy will be displayed. Copy and save the URL and click the **Finalise** button to finalise the form.

6.3.3 Create an advertisement in CareerHub.

Use the URL to access the advertisement. Copy the synopsis and edit the application link in the Synopsis in CareerHub.

END OF DOCUMENT