

# Staff Connect User Guide Talent Pool

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# 1 Introduction

## 1.1 PURPOSE

The purpose of this Talent Pool form User Guide is to outline how to collect external expressions of interest for casual and sessional positions.

## 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.

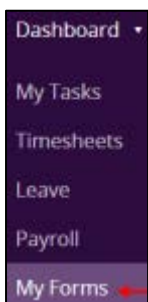
# 2 Initiate Recruitment

## 2.1 REQUEST TO FILL

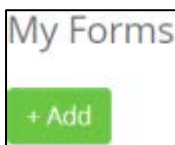
The Request to Fill form is the starting point of many recruitment and selection activities at ACU.

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

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



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



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


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

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

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

## 2.2 RECRUITMENT AND SELECTION ACTIVITY

To nominate the type of activity you are initiating, in the **RESPONSE** field, select **Talent Pool** from the drop-down list.

**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: Talent Pool

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.

SUBMIT: ☐   
  
 Page 2 of 2  
 « Previous   Next »  
  
 Save 

A new Talent Pool form will be created. Note: This process may take up to 60 seconds.

## 3 Talent Pool Form

### 3.1 REQUEST TO ADVERTISE TALENT POOL

This form will create a request to advertise for a Talent Pool (External Expression of Interest).

The information provided on this page will partially populate an advertising synopsis/advertisement, that can be further edited on page 2 of this form.

Please refer to the [Recruitment and Selection Policy](#), and [Recruitment and Selection Procedures](#) for more details.

### 3.2 POSITION DETAILS

Please outline the details of the position to be advertised.

The position details include:

#### 3.2.1 Position Title

**Position Title**  
 Please place in the Position Title of the position below. This position title will be used in the advertisement. This field is limited to 65 characters.  
  
*Example: Casual Research Assistants or Sessional Academic Nursing Lecturers*  
  
 RESPONSE:

### 3.2.2 Functional Unit

#### Functional Unit

Please enter the Functional Unit name below

**Hint:** Commence typing the name of the Functional Area in the field, and the pick list will suggest options. Click on the one that is required.

RESPONSE:

### 3.2.3 Advertising Cost Code

#### Advertising Cost Code

Please provide the cost code to be used for the advertising costs of this expression of interest below. The end cost code digits 48521 references the Natural Account Recruitment Costing and is required on the end each cost code for Advertising.

**Example:** 91-123456-111-9999-48521

Further information on costing strings can be found on the [Finance system page](#).

RESPONSE:

### 3.2.4 Key Responsibilities

#### Key Responsibilities

Key responsibilities are the important tasks that the position does and that take up the majority of the time. Each responsibility should state the outcome expected to be achieved. Introduce each responsibility with an active verb, eg "Coordinate", "Manage", "Develop", "Supervise", "Process" etc.

In the table below, list **up to 10** key responsibilities. Describe each key responsibility and list the most important at the top.

**Hint:** Add additional rows with the **+Add Row** button, and by clicking the checkbox beside each line rows can be moved up and down or deleted.

Tasks and Responsibilities	
<input type="checkbox"/>	Populate with items...
<input type="checkbox"/>	Populate with items...
<input type="checkbox"/>	Populate with items...

**+ Add row**

### 3.2.5 Qualifications, Skills, Knowledge and Experience

#### Qualifications, Skills, Knowledge and Experience

Please outline the selection criteria for the position below that is required to be addressed as part of the application process. Please ensure that the total number is **no more than 8**.

**Hint:** Add additional rows with the **+Add Row** button, and by clicking the checkbox beside each line rows can be moved up and down or deleted.

Selection Criteria	
<input type="checkbox"/>	Populate with items...
<input type="checkbox"/>	Populate with items...
<input type="checkbox"/>	Populate with items...

**+ Add row**

### 3.2.6 Essential Attributes (non-editable mandatory attributes for all ACU positions)

<b>Essential Selection Criteria</b> The essential selection criteria outlined below are mandatory for all positions, and will need to be addressed as part of the application process.
<b>Essential Attributes</b> Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission Applicants should demonstrate commitment to cultural diversity and ethical practice principles and demonstrate knowledge of equal employment opportunity and workplace health and safety appropriate to the level of the appointment

### 3.2.7 Employment Category

<b>Employment Category</b> Select the advertised Employment Category from the drop down below.
RESPONSE: <input type="text" value="Casual"/>

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

## 3.3 ADVERTISEMENT DETAILS

### 3.3.1 Advertising Open Date

Please note that this is the approximate date that the advertisement for the position will open. Please allow time 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.

<b>Advertising Open Date</b> 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: <input type="text"/>

### 3.3.2 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.

<b>Advertising Close Date</b> 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: <input type="text"/>

### 3.3.3 Campus Location

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

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

Location	State	Select
Canberra	ACT	<input type="checkbox"/>
Blacktown	NSW	<input type="checkbox"/>
North Sydney	NSW	<input type="checkbox"/>
Strathfield	NSW	<input type="checkbox"/>
Brisbane	QLD	<input type="checkbox"/>
Adelaide	SA	<input type="checkbox"/>
Ballarat	VIC	<input type="checkbox"/>
Melbourne	VIC	<input type="checkbox"/>
Rome	Italy	<input type="checkbox"/>

### 3.3.4 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:


### 3.3.5 Advertising Channels

Use the table to record where advertising will take place. If known, include the estimated cost of each advertisement which may be subject to change and, if using channels based outside of Australia, fluctuations in exchange rates.

The employing area will be charged the cost of advertising. Therefore, the advertising strategy and cost approval is required prior to advertising commencement.

Click on the  icon for additional information on available advertising channels and costs.

To add the advertising channel details, click on an empty row in the table. Use the green **+Add row** button to insert additional rows if needed.

**Advertising 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... 

<input type="checkbox"/>	Channel	Other Details	Cost
<input type="checkbox"/>	SEEK	Sydney Region	\$265
<input type="checkbox"/>	*		

+ Add row

Once entered, click the **Done** button to add the record to the table.

ADVERTISING CHANNELS

CHANNEL:

SEEK

OTHER DETAILS:

Sydney Region

COST:

\$265

Done

Cancel

### 3.3.6 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 the draft 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 of 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.

Create Advertising Synopsis

Check the CREATE SYNOPSIS checkbox below once all fields on this page have been completed. This will create the Student Jobs advertisement in the Advertising Synopsis on Page 2 of this form with all of the information provided on this page.

**Note:** If returning to Page 1 to amend information, checking the CREATE SYNOPSIS checkbox again will overwrite the changes, formatting, other additions made in the Advertising Synopsis on Page 2 with the amended details made from Page 1. Please only select the checkbox a second time if an update to the Advertising Synopsis is necessary.

CREATE ADVERTISING SYNOPSIS: ☐


### 3.3.7 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.

## Advertising Synopsis

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


File Edit View Insert Format Tools Table Help





**B** *I* U




Helvetica ▾ 14px ▾



Paragraph ▾















**Job No:** [APTEQ111217#003](#)  
**Campus Location:** [Melbourne](#)  
**Functional Unit:** [Workforce Sys Processes](#)  
**Work Type:** [Casual](#)

- Expressions of interest sought for Sessional Academic Nursing Lecturers
- Multiple casual/sessional positions
- Located at Melbourne

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.



### 3.3.8 Advertising Short Summary

Please place a short summary about the advertised expression of interest below. Please ensure that the Campus Location/s are outlined in this summary in the first instance. eg. Located in Brisbane, North Sydney, Blacktown or Melbourne. The short summary has a 1000 character limit.

**Advertising Short Summary**  
 Please place a short summary about the advertised expression of interest below. Please ensure that the Campus Locations are outlined in this summary in the first instance.  
 E.G. Located in Brisbane, North Sydney, Blacktown or Melbourne.  
  
**Note:** The short summary has a one thousand character limit.  
  
 RESPONSE:

## 3.4 DUE DILIGENCE AND APPLICATION RECIPIENTS

### 3.4.1 Due Diligence Check

Please confirm that the following has been completed prior to submission of this expression of interest:

- read either the ACU [Employment of Casual Professional Staff Policy](#) and / or the
- [Employment of Sessional Academic Staff Policy](#) (depending on the type of advertisement)
- read the ACU [Recruitment and Selection Policy](#)
- received permission to recruit from your Member of Executive (or their nominee) as per the [Delegations Policy](#) c6.6 and c6.7

**Due Diligence Check**  
 Please confirm that the following has been completed prior to submission of this expression of interest:
 

- read either the ACU [Employment of Casual Professional Staff Policy](#) and or the
- [Employment of Sessional Academic Staff Policy](#) (depending on the type of advertisement)
- read the ACU [Recruitment and Selection Policy](#)
- received permission to recruit from your member of executive (or their nominee) as per the [Delegations Policy](#) c6.6 and c6.7

Statement	Confirmed
I confirm that I have reviewed the ACU Employment of Casual Professional Staff Policy or the Employment of Sessional Academic Staff Policy (depending on the type of advertisement)	<input type="checkbox"/> *
I have reviewed the advertising synopsis and confirm it is as I would like it to appear on the ACU careers website and external career websites	<input type="checkbox"/> *
I confirm that I have permission to recruit from my member of executive (or their nominee) as per the Delegations Policy c6.6 or c6.7	<input type="checkbox"/> *

### 3.4.2 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:

### 3.4.3 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.

## 3.5 RECRUITMENT ENDORSEMENT & APPROVAL

### 3.5.1 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:

### 3.5.2 Endorser 1 to 3 (Optional)

Endorsers 1 to 3 are optional.

Note that all forms, once they have been endorsed by the Hiring Manager and other nominated endorser, are reviewed by the Human Resources team before publication.

**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:

### 3.6 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:

### 3.7 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 Human Resources 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 Diligence 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
 

Endorse
 Return to form initiator
 Decline and Close Form

Page 3 of 3

« Previous Next »

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

Click the **Save** button. Then click the **Submit** button to initiate submission of the form.

The next recipient in the workflow will be displayed. Notes recorded in the **MESSAGE** field, will be included in the notification email to the next recipient in the workflow. Click the **Submit** button to submit the form to the next workflow recipient.

## 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 HR 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:

Approved
Return to form initiator

Page 2 of 2

« Previous
Next »

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 Human Resources Finalisation

The Human Resources (HR) team will receive the form once it has been approved by all workflow endorsers.


**DO NOT** click on the Finalise button until you have reviewed both pages of the form.

### 6.1 CHANGE OF POSITION TITLE

At this step, HR are able to edit the Position Title. Please ensure the Position title is no longer than 65 Characters.

<b>Position Title</b>	
This position title will be used in the advertisement. This field is limited to 65 characters.	
<i>Example: Casual Research Assistants or Sessional Academic Nursing Lecturers</i>	
RESPONSE:	Sessional Academic Nursing Lecturers

If changes are made in the Position Title RESPONSE field here, they will also need to be edited in the Advertising Synopsis manually on page 2.

<b>Advertising Synopsis</b>	
File Edit View Insert Format Tools Table Help	
	
<p><b>Job No:</b> <u>APTEQ111217#003</u></p> <p><b>Campus Location:</b> <u>Melbourne</u></p> <p><b>Functional Unit:</b> <u>Workforce Sys Processes</u></p> <p><b>Work Type:</b> <u>Casual</u></p> <ul style="list-style-type: none"> <li>• Expressions of interest sought for <b>Sessional Academic Nursing Lecturers</b></li> <li>• Multiple casual/sessional positions</li> <li>• Located at Melbourne</li> </ul>	

### 6.2 CHANGE OF ADVERTISING DATES

If the approval date of the form is later than the proposed Advertising Start Date, following consultation with the Hiring Manager, HR may elect to edit the **Advertising Open Date** and **Advertising Close Date**.

<b>Advertising Open Date</b>	
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:	2 Dec 2021 
<b>Advertising Close Date</b>	
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:	30 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.

- Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission
- Applicants should demonstrate commitment to cultural diversity and ethical practice principles and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment

The University pursues an excellence agenda and offers an environment where staff are welcomed and safe, and valued through development, participation and involvement.

**How to Apply:**

To lodge your Expression of Interest, please click the 'Apply' button and attach a brief cover letter indicating which campus you are applying for, your contact details, your CV (inclusive of the qualifications you hold).

General enquiries can be sent to **Chris Wang, Senior Administrative Officer - Workforce Systems & Processes**, [chris.wang@acu.edu.au](mailto:chris.wang@acu.edu.au)

Only candidates with the **right to work** in Australia may apply for this position.

[Equal Opportunity](#) and [Privacy](#) of personal information is University policy. For more details visit: [www.acu.edu.au/careers](http://www.acu.edu.au/careers)

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

**Advertised: 02-DEC-2021**

**Applications close: 30-DEC-2021 at 11:59pm AUS Eastern Standard Time**

DIV SPAN STRONG
 621 WORDS POWERED BY TINY

### 6.3 CREATE THE ADVERTISEMENT

Once you have reviewed/updated the details on Page 1 of the form, click **NEXT** to review the Advertising Channels and Advertising Synopsis on page 2.

**DO NOT** click on the Finalise button until you have reviewed both pages of the form.

#### 6.3.1 Advertising Channels

Review and update the Advertising Channel details as required. Estimated costs should also be recorded here.

**Advertising Channels**

**HR are to review** the advertising channels and costs below and update the estimates and total costing as to reflect the most accurate advertising costs for all workflow approvers to review and approve. Strategy and cost approval is required prior to advertising commencement.

<input type="checkbox"/>	Channel	Other Details	Cost
<input type="checkbox"/>	SEEK	Sydney Region	\$265

#### 6.3.2 Advertising Synopsis

Review and update the Advertising Synopsis details as required. Remember to include any changes to Position Title, or advertising open and close dates that were made on Page 1.

If required, add any additional webpage links and advertising channel coding, eg. LinkedIn, SEEK codes.

### 6.3.3 Finalise Form and Create Advertisement

After you have reviewed/updated both pages of the form and the advertisement can be created, click the **Finalise** button to create the Talent Pool advertisement.

PROCESS

Page 2 of 2

« Previous   Next »

Finalise   Save

Further instructions for HR on how to publish the advertisement in various advertising channels, can be found in the **How to Manage a Vacancy in Core – HR User Guide**.

**END OF DOCUMENT**