













<b>Preparing to Recruit</b> 	<b>Advertise Role</b> 	<b>Shortlist candidates</b> 	<b>Interview Assessment &amp; Selection</b> 	<b>Reference Checks</b> 	<b>Preferred Candidates</b> 	<b>Appointment of candidate</b> 	<b>Onboarding of team member</b> 
<p><b>Hiring Manager</b> creates a new position using 'New Position Classification form' which will include Finance Business Partner and Executive signature <b>OR</b> complete position review form in Staff Connect to update existing position description which will include Executive approval (mandatory update required every two years).</p> <p><b>Hiring manager</b> submits a request to fill form in Staff Connect.</p>	<p>No role.</p>	<p>The <b>selection panel</b> will receive a notification via Staff Connect to review applications.</p> <p>Applicants are shortlisted and invited to interview.</p>	<p><b>Hiring Manager</b> organises interviews</p> <p><b>Selection panel</b> assess interviews based on requirement of the role.</p> <p><b>Hiring Manager</b> receives a notification via Staff Connect to make post interview references.</p>	<p><b>Hiring Manager</b> Conducts reference checks.</p>	<p><b>Hiring manager</b> will receive a notification via Staff Connect to complete Preferred Candidate form.</p>	<p><b>Hiring manager</b> will receive a notification via Staff Connect to complete Appointment form.</p> <p><b>Hiring manager</b> presents offer to successful candidate.</p>	<p><b>Hiring manager</b> receives email notification that the candidate has accepted the offer.</p>

People and Capability

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	Request to fill is reviewed by <b>P&amp;C</b> and sent on to required endorsers.	<b>P&amp;C</b> advertise the role on ACU website and applicable job boards.	No role.	No role.	No role.	<b>P&amp;C</b> reviews Preferred candidate form checking compliance of reference check and ensuring candidate has appropriate Australian work rights.	<b>P&amp;C</b> reviews and initiates Appointment form after submission from Hiring Manager.  <b>P&amp;C</b> issues employment contract.	<b>P&amp;C</b> Initiates onboarding form.  <b>P&amp;C</b> actions onboarding form.
<b>Other parties</b>	Request to fill is endorsed by <b>Finance Business Partner, Executive and Senior Executive.</b>	No role.	No role.	No role.	No role.	No role.	<b>Executive and Senior Executive</b> endorse/ approve Appointment form.	<b>Candidate</b> accepts offer and completes onboarding form.