



**Manager Online - Recruitment  
User Guide**

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## Approval List

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## Version Control

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## 1. Manager Online – Recruitment

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Manager Online – Recruitment is designed to enhance Human Resources recruitment service delivery though improving the quality and timeliness of the recruitment experience and process for both the hiring manager and for the candidates.

Manager Online – Recruitment will:-

- Require that relevant recruitment and appointment information is provided only once.
- Provide greater transparency for the hiring manager to track where you are in a recruitment process.
- Provide an online approval for your recruitment and offer requests, with appropriate notifications when your request has changed status and moved to the next approval stage or has been received by Human Resources for action.
- Provide hiring managers and the selection committee with early access to applications prior to the closing date if required
- Provide job and candidate information you may need at your fingertips with drop down menus, links and helpful hints.
- Provide the successful candidate with access to read and/or complete new starter documentation online.
- Improve system reporting capabilities, including the timeliness of each step in the recruitment process, to inform ongoing improvements

### 1.1 Roles and Permissions

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There are varying levels of permission for access to Manager Online - Recruitment which includes:

Role	Permission
Hiring Manager	Able to create, view and edit their own Job and Offer requests, view candidates that have applied to their Jobs, and indicate the candidate's progression through the recruitment process, via Candidate Outcome, for Recruitment Services to then communicate.
Chairperson	Able to view jobs and candidates who apply for the Jobs to which they have been assigned as Chairperson for. Able to view the panel member comments and score.
Panel Members	Able to view jobs and candidates who apply for the Jobs to which they have been as assigned panel member. Able to mark a score and make comments for each candidate
Recruitment Services	Able to view and edit all jobs and candidates. Responsible for candidate management and communication
Super Users ( <i>HR only</i> )	Able to view and edit all jobs and candidates. Able to modify systems settings and configuration

## 2. Help

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For help at any time regarding the recruitment process please contact Recruitment Services. Please click on the link below for information on who looks after your area.

<http://www.acu.edu.au/891856>

Or contact via email on - [recruitment@acu.edu.au](mailto:recruitment@acu.edu.au).


## 3. System Access - Login

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If this is your first time logging in, click on **'Don't know your password?'** This will prompt you to enter your work email address and will generate an email to you with further instruction. Once you have received this email, follow the prompts to set up your new password. You will be taken to the login screen where you can enter your email address and password, then click login.

You can also click on the 'Remember my login details' if you are logging on to your usual computer.

URL: <https://acu.dc2.pageuppeople.com/default.aspx>



The image shows a login form for PageUp. At the top is the PageUp logo. Below it is a white box containing the login fields: an email input field with an envelope icon, a password input field with a lock icon, a checkbox labeled 'Remember my login details', a blue 'Login' button, and a blue link 'Don't know your password?' which is circled in red. At the bottom of the white box, it says 'Powered by PageUp'.

## 4. General guidelines for using Manager Online - Recruitment

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1. Do not use the **Back** button in your browser to go back to the previous page, as your session will be interrupted and you may lose your changes.
2. Your session will timeout after two (2) hours of inactivity.
3. Do not share your login details with any other person.
4. **Pop-up Blocker** – access your internet setting to turn off the Pop-up Blocker for this site. If you establish this the first time you access the system it will remain accessible moving forward.
5. As a first time user, system generated emails may end up in your 'Junk Email' box. Please access these emails and mark them as 'Safe'.

## 5. Home Page

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Once you have logged in you will see the Home page. There are 5 'bubbles' on the home page and these bubbles each have a process(s) associated with them and guide you through the recruitment process. Each of these bubbles and the associated processes will be described in detail later in this document.

Please contact Recruitment Services prior to commencing a New Job Request to discuss your requirements and arrange a hiring brief.


In summary:

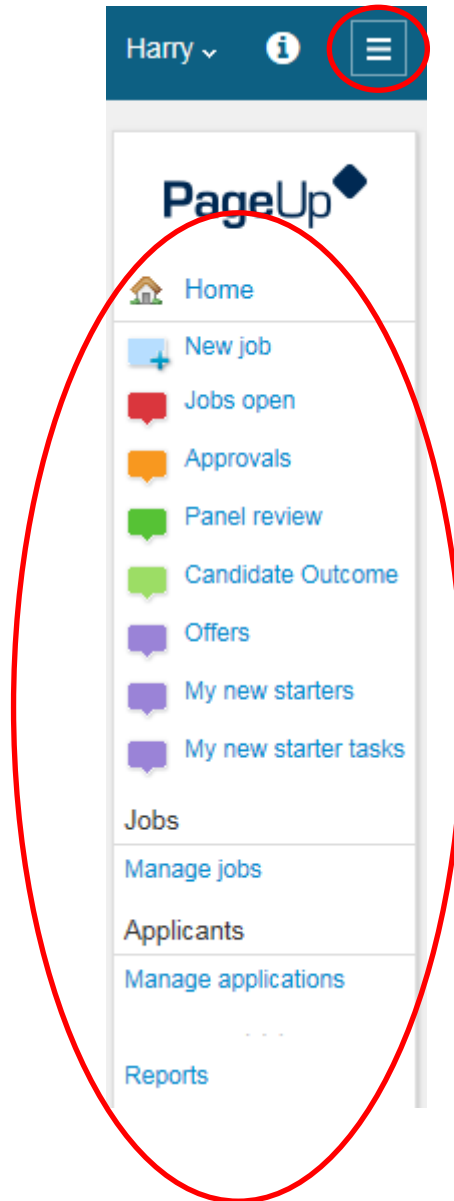
- Red NEW JOB bubble – allows you to create a new job request and also view any current active job requests.
- Orange APPROVALS bubble – provides a delegated approver with a list of jobs awaiting approval (or decline). You can also view open and active jobs that you have already approved.
- Dark Green PANEL REVIEW bubble – use this bubble to review candidates for all jobs for which you are on the panel
- Light Green CANDIDATE OUTCOME –the hiring manager can manage the candidates for current open jobs and update the candidate outcome
- Purple OFFERS bubble – provides the delegated approver with a list of Offer Recommendations awaiting approval. Also allows the hiring manager to view new starter offer details and manage any on-boarding tasks that are assigned to the new starter.

Welcome Michelle

NEW JOB	New job 2 - jobs open
APPROVALS	0 - jobs awaiting your approval 26 - open jobs you have approved
PANEL REVIEW	3 - jobs requiring panel review
CANDIDATE OUTCOME	1 - jobs have applicants for review
OFFERS	0 - offers awaiting your approval 19 - new starters 32 - new starter tasks

Before proceeding please contact your portfolio dedicated Recruitment Liaison Officer to discuss and arrange a hiring brief. Please [click here](#) to find your Recruitment Liaison Officer.

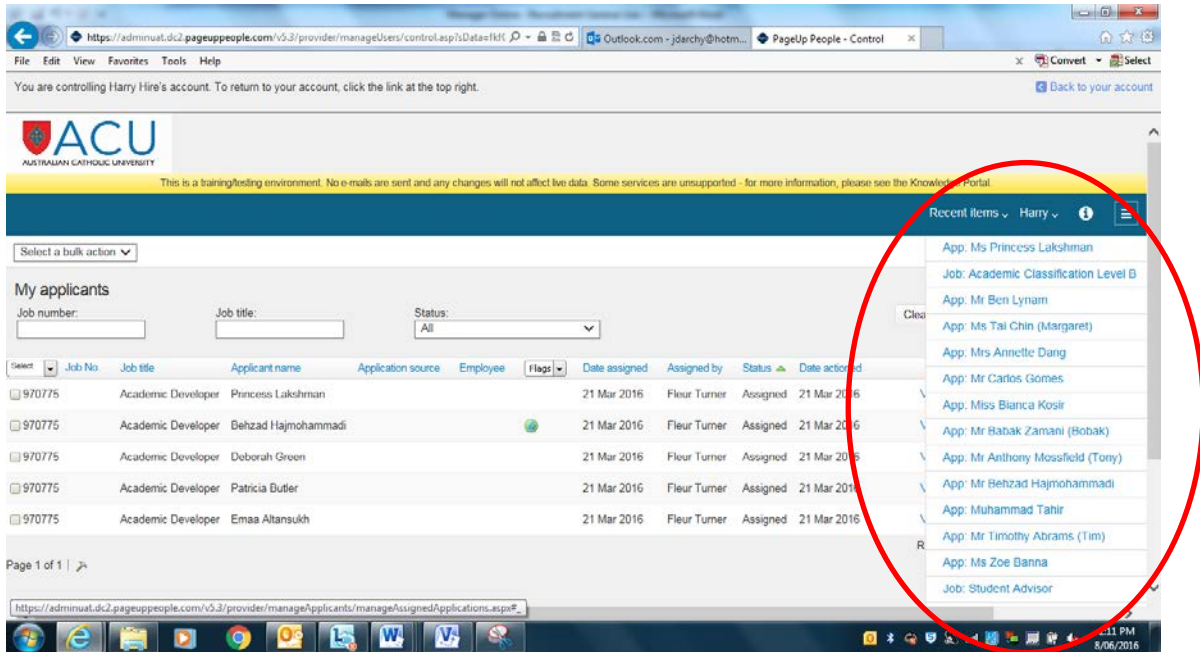
There is also a drop down menu that you can access to navigate through the recruitment process. You can access this menu by clicking on the  icon on the left hand side of the screen beside your name. This will drop down the navigation menu. From anywhere in the system if you want to return to the bubbles please click on **Home**.



## 6. Recent item history

The recent item history drop down displayed the last 10 applicants and/or jobs viewed by the user. This gives the user the ability to quickly jump directly to a previously viewed item.

Click on the drop down menu to view the last 10 applicants and jobs viewed. Even if you have only just logged in, the last 10 applicants and jobs viewed in your previous session will be stored in your recent items history.



Then click on the applicant name or job title you wish to view. You will be redirected to the applicant or job card. If you have viewed an applicant card in the pop up window, the most recent applicant will appear if the user refreshes the page or navigates away from the applicant card.

## 7. Printing a page

Any page within the system can be printed, excluding pop-up windows.

To print, click on the Printer icon in the sub menu. Select your printer and click the print button.



TIP: To print all records from a list of information, not just the current page, first click the Show all records link at the bottom of the list of information.

## 8. Fields

Fields are filled in by entering data directly on the screen or selecting from drop down or lookup lists. Mandatory fields are flagged with an asterisk. These must be completed when filling in a screen.



Lookup or binocular fields are used to allow users to select from a large set of data e.g. users, or departments. To populate binocular fields, click on the binocular icon to view a pop up window which will allow you to search through the data. Select the data you would like to enter by clicking on the appropriate row, then click OK.

## 9. Creating a Job

Click 'New job' next to the red NEW JOB bubble.

Welcome Harry



Position info Documents

1. POSITION DESCRIPTION

Please upload a Word version only. Documents will appear on the Documents tab located at the top of this page

Upload Position Description

2. POSITION DETAILS

Position Title:\*

Classification Group:\*

Staff Type:

Academic career pathway:\*

Fill in all relevant and mandatory fields (\*) on the job card. At the bottom of the job card there will be a section to elect an approval process. Choose the appropriate approval process.

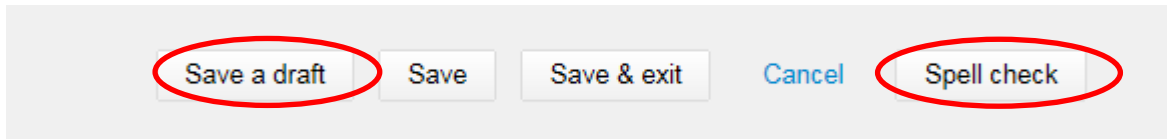
Approval process:\*

1. Recruitment:	<input type="text" value="Gemma Cavallaro"/>		
	gemma.cavallaro@acu.edu.au		
2. Endorser:	<input type="text" value="Harry Hire"/>		
	harry@test.com		
3. SEG Member:	<input type="text" value="Stephen Weller"/>		
	stephen.weller@acu.edu.au		

PLEASE NOTE: the Endorser field in the approval process will default to the last person selected in this field – if this is incorrect please change to the correct person.

You can save your job card as a draft and come back to it later to complete, just click on 'Save as Draft'. Once you Save & Exit this will start the approval process.

Also you can spell check your job card before exiting by clicking on the 'Spell check' button.



### Direct Appointments

You will need to create a new job for direct appointments as per the above instructions including the candidate name and email. Once the job has been approved, Recruitment Services will invite the candidate to log into the recruitment system to complete their details online and upload the necessary documents before moving to the next step in the recruitment process.

## 9.1 Attaching document to your job card from file

There are two (2) ways to add a document to your job card.

1. Click on 'Upload Position Description' at the top of the job card. Select a document from file to upload the required document from your computer, give it a name and assign it to a document category before clicking Save. If you leave the document title field blank, it will default to the title of the uploaded document. Click Save. Please use Microsoft Word for all documents.

### 1. POSITION DESCRIPTION

Please upload a Word version only. Documents will appear on the Documents tab located at the top of this page

Upload Position Description

2. From the job card, click the Documents tab. Select a document from file to upload the required document from your computer, give it a name and assign it to a document category before clicking Save. If you leave the document title field blank, it will default to the title of the uploaded document. Click Save. NOTE: The job must be resaved in order for the View button to become active. Please use Microsoft Word for all documents.

Position info

Documents

### 1. POSITION DESCRIPTION

Please upload a Word version only. Documents will appear on the Documents tab located at the top of this page

Upload Position Description

## 10. New Job Request - Approve/Decline

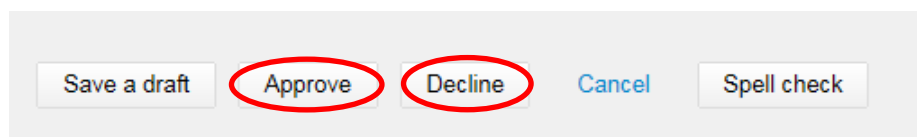
You might be required to endorse or approve new job requests as part of your delegated responsibilities. If you have a New Job Request to be reviewed and approved (or declined) you will be notified via email. You will need to log in to Manager Online and click on '# - jobs awaiting your approval'.



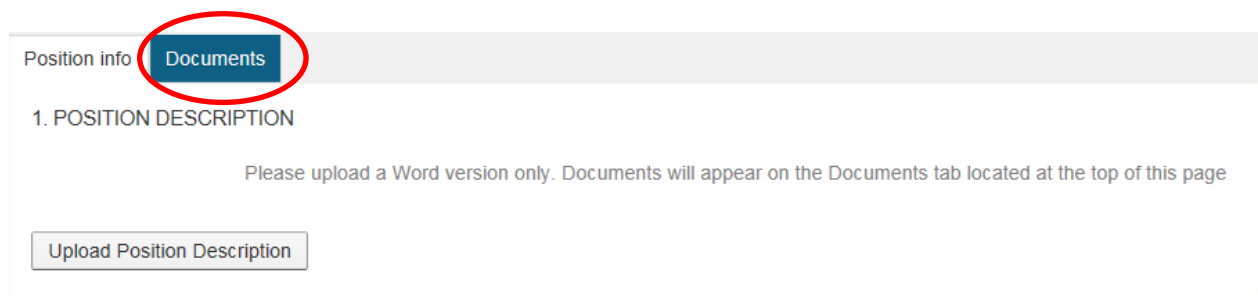
This will take you to a list of Job cards waiting for action. Find the job card that you wish to approve/decline and click on 'View'.

Manage approvals						
Date raised	Job No.	Job title	Requested by	New	Replacement	
2 Jun 2016	972784	Academic Classification Level C	Jenny Fricke	0	0	<a href="#">View</a>

Review the Job card and click on 'Approve' or 'Decline'. If you select 'Decline' you will be asked for a reason for declining this job – this is a mandatory field.



REMEMBER: There might be additional information on the Documents tab, such as the Position Description. Please click on the Document tab at the top of the Job card to review these documents

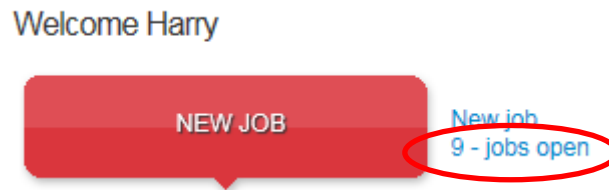


### Direct Appointments

For direct appointments you will need to approve/decline the job first. Following approval Recruitment Services will invite the candidate to log into the recruitment system to complete their details online and upload the necessary documents. The Hiring Manager will receive notification of when this is submitted and be able to access the applicant details to progress with an Offer Recommendation for approval.

## 11. Managing jobs

To look for your existing jobs click on '# - jobs open' next to the red NEW JOB bubble.



This will open a list of your jobs. You can see from this page the status of your jobs. For example, if the job is approved or still pending approval.

My jobs					
Status: <input type="text" value="Current"/>				<input type="button" value="Clear"/>	<input type="button" value="Search"/>
Job No.	Job title	Date added ▲	Status		
972783	Academic Classification Level B	1 Jun 2016	Pending	<a href="#">View job</a>	
972782	Academic Classification Level B	31 May 2016	Approved	<a href="#">View job</a>	
972781	Academic Classification Level A	30 May 2016	Approved	<a href="#">View job</a>	
971779	Academic Classification Level C	17 May 2016	Offer	<a href="#">View job</a>	

### 11.1 Sorting jobs

You can click on any of the column headings on the My Jobs screen to sort jobs via that column.

### 11.2 Accessing your applicants if you aren't a panel member

If you have requested a new job and you are not a panel member you can access applicants that have applied for your job by clicking on 'View job'.

My jobs					
Status: <input type="text" value="Current"/>				<input type="button" value="Clear"/>	<input type="button" value="Search"/>
Job No.	Job title	Date added ▲	Status		
972783	Academic Classification Level B	1 Jun 2016	Pending	<a href="#">View job</a>	
972782	Academic Classification Level B	31 May 2016	Approved	<a href="#">View job</a>	
972781	Academic Classification Level A	30 May 2016	Approved	<a href="#">View job</a>	
971779	Academic Classification Level C	17 May 2016	Offer	<a href="#">View job</a>	

Then click on 'View Applicants' and you will get a list of all the candidates that have applied for your Job.

[View applications](#)

Position info Documents [Revision history](#)

1. POSITION DESCRIPTION

Please upload a Word version only. Documents will appear on the Documents tab located at the top of this page

2. POSITION DETAILS

Position Title:\*

## 12. Panel Review

To access jobs that require you to do panel reviews click on '# - jobs requiring panel review' next to the green PANEL REVIEW bubble.



As a panel member you will need to review the applications online, enter comments on your review and identify an Outcome Assessment of all applications should be consistent with the [Recruitment and Selection Policy and Procedures](#). All panel members are required to undertake a comparative assessment of each applicant against the selection criteria. Any comments and outcome can be viewed by the other panel members and Chairperson and will need to be discussed at your shortlisting meeting.

Find the job that you would like to review applicants for and Click on 'View applicants' link.

Job number	Date added	Status	Job title	User	Total applications	Your role	
970670	22 Dec 2015	Compliance Review	Business Analyst, Digital Technology	HH	41	Chairperson	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>
970757	2 Mar 2016	Approved	Administrative Officer	FT	27	Chairperson	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>
970775	21 Mar 2016	Approved	Academic Developer	HH	5	Chairperson	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>

*Note: The numbers in the column 'Total applicants' represents the total number of applications that have been submitted against this Job. Some of these applications might be incomplete or ineligible. As the panel member you will only see completed applications, this might be less than the number shown in the 'Total applications' column.*

Each applicant is listed on the left of your screen, and the Summary text box and Outcome drop down box appears on the right of your screen.

Senior Administrative Officer (972792) Saved ✓

Sort: First name (A-Z) ▼

Select all

**New**

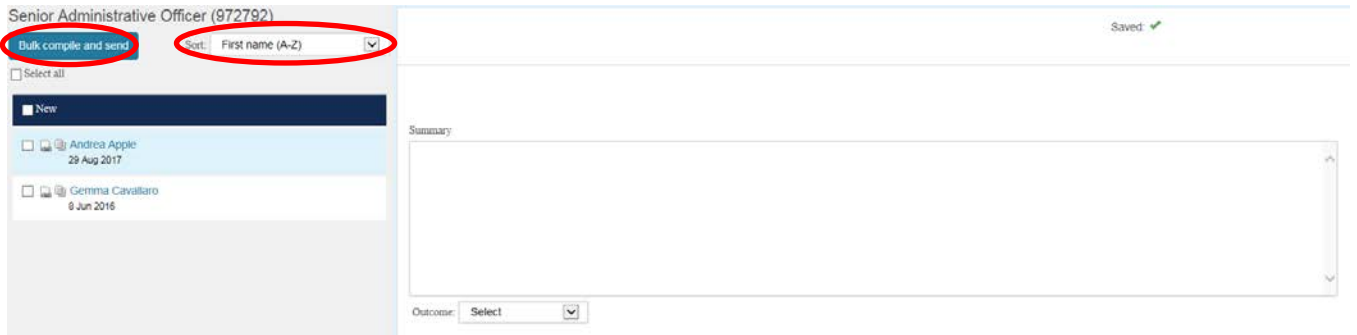
- Andrea Apple 29 Aug 2017
- Gemma Cavallaro 8 Jun 2016

Summary

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Outcome:  ▼

On this page you can also *Sort* your list of applicants and *Bulk Compile and Send* the applications to yourself or the panel members. To perform the *Bulk Compile and Send* action you can Select all or select individual applicants using the check box before clicking on the Blue button.



The quickest way to access the full application, including all attachments, is to click on the View Answers icon to the left of the applicant name.



Viewing the Resume alone is an option via the second icon.

If you would like to access the full Applicant Card, click the Applicant Name. The Applicant Card contains personal details submitted by the applicant, along with their application form and documentation such as CV, Cover Letter and Selection Criteria responses for the job. You can also access the full application form and attachments by clicking on the blue 'Form' link underneath the Actions drop down alongside the Job being reviewed.

Ms Gemma Cavallaro Print | Refresh | Up | Actions

**i** You are viewing this applicant's application for the job HR Officer. Only information related to this application will be shown.

Address:	54 Marsh Road Melville, NSW 5435, Australia	Phone:	+61 0435432132
E-mail:	<a href="mailto:gemma cavallaro@hotmail.com">gemma cavallaro@hotmail.com</a>	Gender:	Female
Birth date:		Nationality:	
Original source:	<a href="#">Invite to apply</a>	Flags:	

[Profile](#)

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**Applications**

<b>i</b> HR Officer #970971 LP Submitted: 11 Jul 2016 via <a href="#">Seek</a>	New Status changed 11 Jul 2016	No offer	Actions Flag: <b>Form</b> Resume
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After reviewing the application, enter your summary comments in the text box. Select an Outcome from the dropdown box.

Senior Administrative Officer (972792) Saved. ✓

[Bulk compile and send](#) Sort: First name (A-Z) ▼

Select all

**New**

- Andrea Apple 29 Aug 2017
- Gemma Cavallaro 8 Jun 2016

Summary

Andrea has addressed all selection criteria very well. Her experience and skills are well aligned to the role. Interview.

Outcome: [Suitable](#) ▼

Click Save and Next to proceed to the next Applicant. Your review comments and outcome can be discussed at the Shortlisting meeting organised by the Chairperson.

## 12.1 Panel Review Responses

Panel members are able to view the responses of their fellow selection committee members by clicking on View Responses at the initial Panel Review page.

My panel jobs

Job number	Date added	Status	Job title	User	Total applications	Your role			
972792	8 Jun 2016	Sourcing	Senior Administrative Officer	HH	2	Panel member	<a href="#">View Applicants</a>	<a href="#">View responses</a>	<a href="#">View job</a>
972803	15 Jun 2016	Approved	Administrative Officer - Chasr	KA	1	Panel member	<a href="#">View responses</a>	<a href="#">View job</a>	

## 12.2 Ranking Applicants (Chairperson Only)

The Chairperson identified on the Job Request will have the added functionality when reviewing and shortlisting to Rank the applicants in order of suitability. An additional dropdown box can be seen alongside the Outcome and below the Summary.

Senior Administrative Officer (972792) Saved. ✓

[Bulk compile and send](#) Sort: First name (A-Z) ▼

Select all

**New**

- Andrea Apple 29 Aug 2017 Suitable
- Gemma Cavallaro 8 Jun 2016

Summary

Andrea has addressed all selection criteria very well. Her experience and skills are well aligned to the role. Interview.

Outcome: [Suitable](#) ▼

Rank: [No](#) ▼

### 13. Candidate Outcomes (Hiring Manager only)

#### 13.1 Candidate outcome after shortlisting meeting

Click on '# - jobs have applicant for review' to view shortlisted applicants.



You will be presented with a list of your current jobs. Click on 'View applicants (#)' to view candidates.

Job No.	Job title	Date added	Status	Owner	
972807	HR Officer	17 Jun 2016	Interviewing/Assessment	Liz Paul	<a href="#">View applicants (2)</a>
972792	HEW 7	8 Jun 2016	Approved	Liz Paul	<a href="#">View applicants (1)</a>
972799	Events Coordinator	8 Jun 2016	Approved	Liz Paul	<a href="#">View applicants (1)</a>

Once all panel members have reviewed the applicants, the shortlisting meeting has been held and the shortlist determined, the Hiring Manager will identify the 'Outcome' by selecting the drop down box 'Select an outcome' to progress the application through the recruitment process. Examples would be 'Proceed to interview' or 'Unsuccessful at shortlisting'.



Recruitment Services will receive notification from the system advising the panel are ready to Proceed to Interview. The Hiring Manager will need to complete the Interview Details form outside of Manager Online and submit to [recruitment@acu.edu.au](mailto:recruitment@acu.edu.au). Recruitment Services will then manage advice to candidates and will confirm interview arrangements.

#### 13.2 Candidate outcome after interview

Following the interviews, the hiring manager needs to identify the 'Outcome' by selecting the drop down box 'Select an outcome' to progress the application through the recruitment process.

Click on '# - jobs have applicant for review' to view applicants.



You will be presented with a list of your current jobs. Click on 'View applicants (#)' to view candidates.



Job No.	Job title	Date added	Status	Owner	
972807	HR Officer	17 Jun 2016	Interviewing/Assessment	Liz Paul	<a href="#">View applicants (2)</a>
972792	HEW 7	8 Jun 2016	Approved	Liz Paul	<a href="#">View applicants (1)</a>
972799	Events Coordinator	8 Jun 2016	Approved	Liz Paul	<a href="#">View applicants (1)</a>

Select the appropriate Outcome from the drop down list. Options will be Reference Checking, Unsuccessful-Appointable or Unsuccessful - Not Appointable.

Applicant name	Phone	Date submitted	Current application status	Outcome	Reviewed	
Jake Brown		18 Jul 2016	New	Select an outcome	✓	<a href="#">View</a>   <a href="#">Notes</a>   <a href="#">Status history</a>
Gemma Cavallaro	0435432132	6 Jul 2016	Interview confirmed	Select an outcome Unsuccessful following interview - Appointable Reference Checking Unsuccessful following interview - Not Appointable	✓	<a href="#">View</a>   <a href="#">Notes</a>   <a href="#">Status history</a>

Page 1 of 1

Any outcome selection of Unsuccessful will need to be supported by some reasoning and a ranking. Click on **Notes** alongside the candidate details and Select **Add Note**.

Applicant name	Phone	Date submitted	Current application status	Outcome	Reviewed	
Jake Brown		18 Jul 2016	New	Select an outcome	✓	<a href="#">View</a>   <a href="#">Notes</a>   <a href="#">Status history</a>
Gemma Cavallaro	0435432132	6 Jul 2016	Unsuccessful following interview - Appointable	Unsuccessful following interview - Appointable	✓	<a href="#">View</a>   <a href="#">Notes</a>   <a href="#">Status history</a>

Records 1 to 2 of 2

[Add note](#)
[Print](#)

Note: 3 Aug 2016, 1:55 pm Harry Hire

Job: Recruitment Services Officer (970963)

Status changed to 'Unsuccessful following interview - Appointable' by Harry Hire

[Edit](#) [Delete](#)

Type the supporting reason and ranking for the candidate you have entered into.

**Add note**

Please fill in all mandatory fields marked with an asterisk (\*).

Flag:

Note:\*

EXAMPLE:  
 Please indicate a ranking for each candidate interviewed.  
 Please provide a reason for the decision based on an assessment of the selection criteria and requirements of the role through the interview.

### 13.3 Changing applicant status

The Outcomes that you select will affect the Applicant Status. The statuses you will commonly use are:

- Unsuccessful at Shortlisting – Recruitment Services will notify the candidate that their application has been unsuccessful.
- Proceed to Interview – Recruitment Services will invite the candidate for an interview
- Unsuccessful following interview and assessment – Recruitment Services will notify the candidate that they were not successful at the interview
- Referee Checking – the hiring manager/chairperson will be contacting the candidate’s referees
- Offer Recommendation and Approval – this status will initiate the Offer Details Card for the candidate and will require the hiring manager/chairperson to complete the offer card form and submit for approval.

Other statuses you might see:

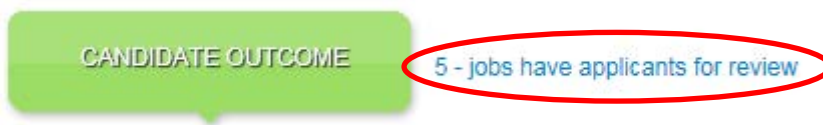
- New – system generated status when a new application is submitted
- Interview confirmed – this status indicates that the applicant has confirmed an interview time
- Online offer made - Recruitment Services has send the candidate an email with details of the job offer
- Interview invitation – Candidate invited to attend an interview
- Interview declined – Candidate was invited to interview but declined to attend
- Unsuccessful – Communicated (Internal) – the candidate has been unsuccessful and this has been communicated to the candidate

- Unsuccessful – Communicated (External) - the candidate has been unsuccessful and this has been communicated to the candidate
- Offer accepted – the candidate has accepted the job offer
- Offer declined – the candidate has declined the job offer
- Ineligible – the candidate is ineligible for the job. For example, they do not have the required visa
- Withdrawn – the candidate has withdrawn from the recruitment process

## 14. Making an offer

### 14.1 Applicant offer

To view the applicant offer card click on '# - jobs have applicants for review' next to the green CANDIDATE OUTCOME bubble.



Find the job you created and Click on the 'View applicants (#)'.

Applicants					
Job No.	Job title	Date added ▲	Status	Owner	
972807	HR Officer	17 Jun 2016	Interviewing/Assessment	Liz Paul	<a href="#">View applicants (2)</a>
972792	HEW 7	8 Jun 2016	Approved	Liz Paul	<a href="#">View applicants (1)</a>
972799	Events Coordinator	8 Jun 2016	Approved	Liz Paul	<a href="#">View applicants (1)</a>

Select the applicant and using the drop down menu under 'Outcome' and select 'Offer recommendation and approval'. This will activate the Offer Card.

View shortlisted applicants						
Select	Applicant name	Phone	Date submitted	Current application status	Outcome	Reviewed
<input type="checkbox"/>	Gemma Cavallaro	0435432132	6 Jul 2016	Offer Recommendation and Approval	Offer Recommendation and Approval	✓ <a href="#">View</a>   <a href="#">Status history</a>

To access the Offer Card, click on 'View' to access the applicant card.

View applicants						
Select	Applicant name	Phone	Date submitted	Current application status	Outcome ▼	Reviewed
<input type="checkbox"/>	Jane Morrow	0400173502	17 Jun 2016	Offer Recommendation and Approval	Offer Recommendation and Approval	✓ <a href="#">View</a>   <a href="#">Status history</a>
<input type="checkbox"/>	Muhammad Tahir		17 Jun 2016	Offer Recommendation and Approval	Unsuccessful at Shortlisting	✓ <a href="#">View</a>   <a href="#">Status history</a>

You can now access the Offer Card to complete the Offer Recommendation for Approval. To access the Offer Card click on 'Actions' and then select 'Offer Details'.

You are viewing this applicant's application for the job Recruitment Services Officer. Only information related to this application will be shown.

Address: 54 Marsh Road  
Melville, NSW  
5435, Australia

Phone: +61 0435432132

E-mail: gemmacavallaro@hotmail.com

Gender: Female

Birth date:

Nationality:

Original source: [Invite to apply](#)

Flags:

[Profile](#)

### Applications

Recruitment Services Officer [Offer Recommendation and Approval](#) [No offer](#) [Actions](#)

#970963 LP Submitted: 6 Jul 2016 via [Invite to apply](#) Status changed 12 Jul 2016

### History

- Add document
- Add document from file
- Change status
- Compile and send
- Edit application flags
- Offer details**

## 14.2 Complete offer details

From the Offer details page, review and enter details into the fields ensuring all mandatory fields are completed.

**Offer details**

**Ms Gemma Cavallaro (Gemma)**

**Personal details**

Address: Locked Bag 4115  
Fitzroy, VIC  
3065, Australia

Phone: 0399533021

E-mail: [gemma.cavallaro@acu.edu.au](mailto:gemma.cavallaro@acu.edu.au)

Gender: Female

[View profile](#)

**Job details**

Position Title: [Senior Campaigns Manager.](#)

Organisational unit: Marketing and External Relations Directorate

Functional unit: Marketing and Communications

Site: -

Work Type: Continuing full time

**Offer details**

Approval status: Pending

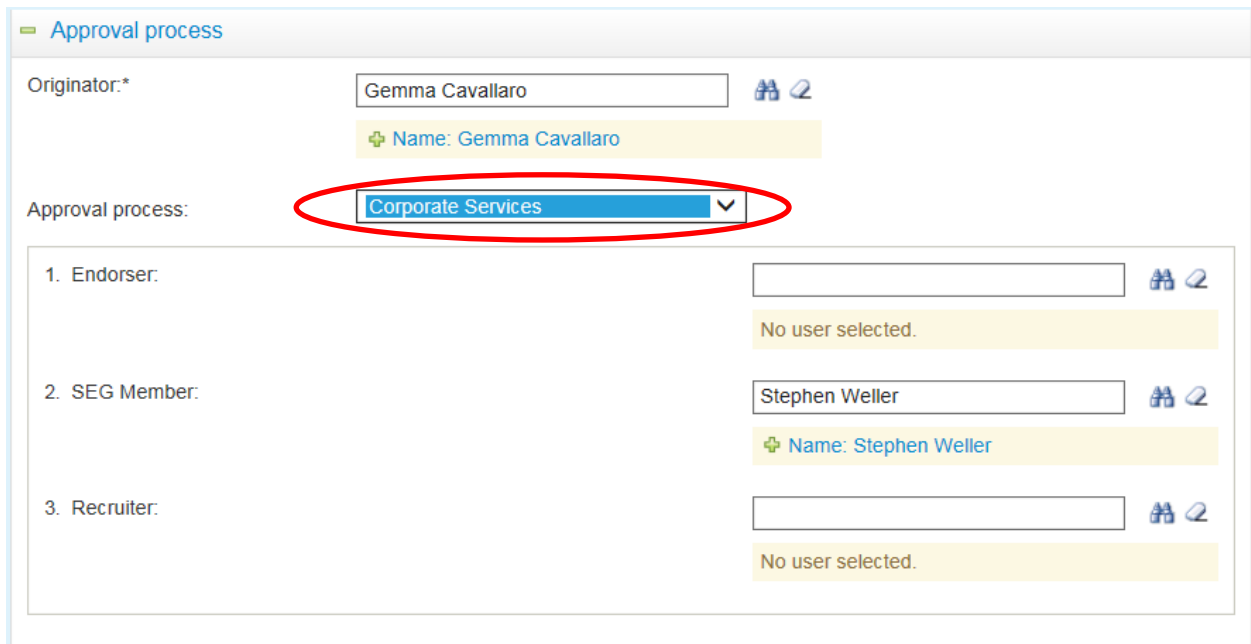
Recruiter: Liz Paul

Application source: Internet - Indeed [Edit](#)

[Save and close](#) [Save](#) [Cancel](#)

Your completed Referee Reports can be attached to the Offer Details page under the Offer Documents Section.

At the bottom of the offer card there will be a section to elect an approval process. Choose the appropriate approval process.



**Approval process**

Originator\*: Gemma Cavallaro

+ Name: Gemma Cavallaro

Approval process: Corporate Services

1. Endorser: No user selected.

2. SEG Member: Stephen Weller

+ Name: Stephen Weller

3. Recruiter: No user selected.

### Direct Appointments

For a direct appointment you will need to complete an applicant Offer card as per the instructions above. This will follow the same recruitment offer approval process.

## 15. Managing Offers

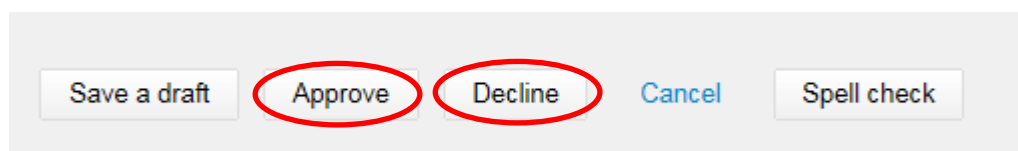
You may be required to approve/decline job offers as part of your management responsibilities. If you have a job offer to be reviewed and approved (or declined) you will be notified via email. There will be a link within the notification email that will direct you to your Manage Offer approvals section. Alternatively, to action the Offer, log in and click on '# - offers awaiting your approval'.



This will take you to a list of offers waiting for action. Find the offer details that you wish to approve/decline and click on 'View'.

Manage offer approvals			
The following offers have been assigned to you for approval. Click view to review the offer details, and then either approve or decline the offer.			
Offer created	Applicant name	Originator name	
28 Jun 2016	Princess Lakshman	Harry Hire	<a href="#">View</a>

Review the Offer card and click on 'Approve' or 'Decline'. If you select 'Decline' you will be asked for a reason for declining this offer – this is a mandatory field.



### 15.1 Offer of employment

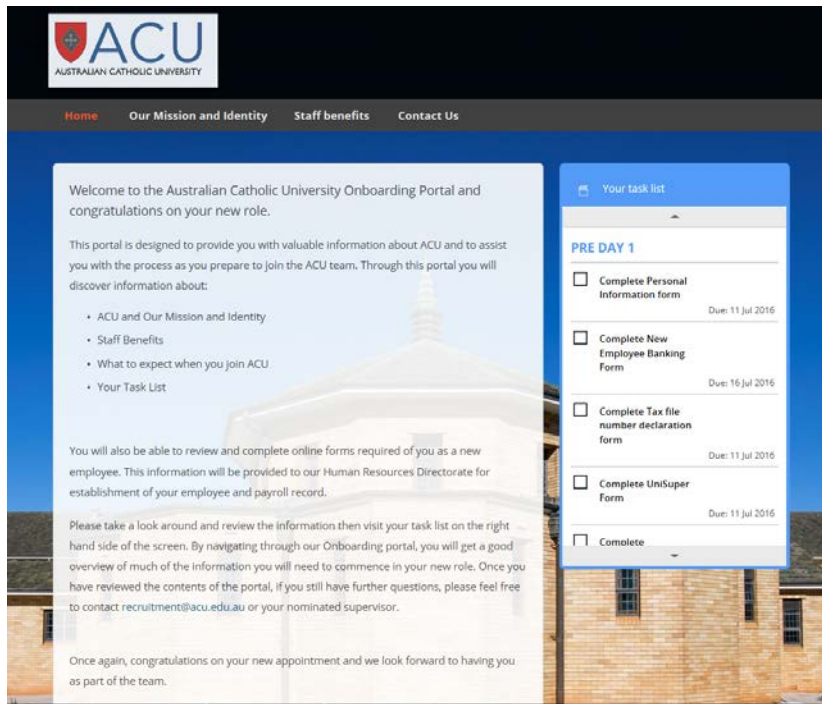
Following approval of the Offer details, Recruitment Services will prepare and issue the contract of employment. The Hiring Manager will receive notification when this has been issued and be able to view the Offer details and associated contract of employment by clicking on Offers - '# new starters' and then 'View Offer Details'. A copy of the contract of employment will be saved under the Offer Documents section.

My new starters			
Applicant name	Job No	Job title	Application status
Annie Apple	970955	TEST RS v2	Offer accepted
Gemma Cavallaro	970971	HR Officer	Offer Recommendation for Approval

## 16. Acceptance of Offer – Onboarding

Once the candidate has accepted their online offer of employment, onboarding is initiated. Notifications of the new starter details will be provided to Properties, Finance and IT so that appropriate preparation for establishing accounts, systems and office arrangements, etc. can begin.

Your new starter will be invited to access the new employee portal where they will find useful information about ACU and be able to review and complete new employee forms and tasks.



## 17. Managing New Starter

As part of the online recruitment process there will be appropriate onboarding tasks for the new starter and the hiring manager to complete and monitor. Your new starters are able to review and accept their job offer online and complete new employee forms online.

To access your new starters click on '# - new starters'.



### 17.1 View offer details

You will be presented with a list of all your new starters. Find the new starter you would like to review and click on 'View offer Details'.

My new starters				
Applicant name	Job No.	Job title	Application status	
Tai Chin	971779	Academic Classification Level C	Offer Accepted Form Complete	<a href="#">View offer details</a>   <a href="#">View all tasks</a>
Muhammad Tahir	971779	Academic Classification Level C	Offer Recommendation and Approval	<a href="#">View offer details</a>   <a href="#">View all tasks</a>
Jane Morrow	972807	HR Officer	Offer Recommendation and Approval	<a href="#">View offer details</a>

You can now review the job and offer details for the new starter.

**Offer details** 🖨️

**Ms Gemma Cavallaro (Gemma)**

▢ Personal details

Address: Locked Bag 4115  
 Fitzroy, VIC  
 3065, Australia
 Phone: 0399533021

E-mail: [gemma.cavallaro@acu.edu.au](mailto:gemma.cavallaro@acu.edu.au)  
 Gender: Female  
[▶ View profile](#)

▢ Job details

Position Title: ⓘ Senior Campaigns Manager.  
 Organisational unit: Marketing and External Relations Directorate  
 Functional unit: Marketing and Communications  
 Site: -  
 Work Type: Continuing full time

▢ Offer details

Approval status: Pending  
 Recruiter: Liz Paul  
 Application source: Internet - Indeed [Edit](#)

Save and close
Save
Cancel

## 17.2 View all tasks

You will be presented with a list of all your new starters. Find the new starter you would like to review and click on 'View all tasks'.

My new starters				
Applicant name	Job No.	Job title	Application status	
Tai Chin	971779	Academic Classification Level C	Offer Accepted Form Complete	<a href="#">View offer details</a>   <a href="#">View all tasks</a>
Muhammad Tahir	971779	Academic Classification Level C	Offer Recommendation and Approval	<a href="#">View offer details</a>   <a href="#">View all tasks</a>

You will be presented with a document which gives you detailed information about how the tasks area works. Once you have reviewed this document you can click on 'Don't show this again' and you will not see this document again. Or you can click on 'Continue' to be taken to your new starters tasks.



**New starter tasks**

Rick White  
Start date: 1 Sep 2011  
Business Operations  
Email Rick White updates

**Legend of what each icon means**

**New starter task actions**

- Add new task
- Delete
- Edit
- Hiring manager task
- Employee task
- Group task
- Draggable task
- Complete task

View tasks by employee | View tasks by manager | All tasks | Apply favourite induction plan | Save and email

Filter tasks by their type | Apply a saved fav. plan | Manage fav. plans here | View help page | Display this help guide again

Click to add a new task to the plan

Tasks completed are highlighted blue with the date and time completed

Complete a task

Remove a task

When task to start/due

Click to edit a task

Tasks overdue are highlighted red

**Add optional tasks**

- Specific Systems & Tools for your role
- Other Activities
- Get photo taken for ID Card

Click to add a pre-defined optional task to the plan

**My favourite tasks**

- Click to add a favourite task to the plan
- Headstart information

Tasks can be reordered by drag and drop.

\* Some functionality may not be visible depending on your user permission setup.

Do not show this again

Continue

The task lists for you and your new starter will be pre-populated with some generally required tasks. This is distributed over periods of time leading up to and from the commencement of employment, and will include the completion of new employee forms for payroll purposes.

You will be able to monitor the task completion for both you and your new starter to ensure a seamless entry into the University.

You will receive reminder notifications as the tasks near their due date, and tasks will appear as overdue if the due date has passed.

**New starter tasks**

Tai Chin  
Start date: 31 May 2016  
Academic Classification Level C  
Notify Tai of updates

Employee task list | Hiring manager task list

External tasks  
There are currently no external tasks

Pre Day 1  
Add new task

Read IT Policy  
26 May 2016 - Overdue

Day 1  
Add new task

Week 1  
Add new task

By Month 1  
Add new task

Within first 6 months  
Add new task

**New starter task actions**

- Add new task
- Delete
- Edit
- Hiring manager task
- Employee task
- Group task
- Draggable task
- Complete task

**Add optional tasks**

There are no optional tasks to choose from as none have been set.

**My Favourite Tasks**

There are no favourite tasks to choose from as none have been set.

You can also add new tasks to your new starter task list by clicking on **Add new task**. You will be able to give your new task a Title which is a brief description of the required task, Group your task in the appropriate timeframe and select a required completion date and time. You can then complete the Content area with more details.









## New task

Title:

Group:

Date:   Time:

Content: [Merge fields](#)

**B** *I*         

You can also select an Activity type and allocate a task to an employee, the hiring manager or the employee and the hiring manager. You can also add a newly created task to your favourites to be used in the future.

Activity type:

Task allocated to:

Add to favourites: