

### Introduction

This how to guide explains how to prepare a direct appointment in SmartRecruiters. Positions include Secondments, new Fixed Term appointments and Permanent Transfers.

Note: To extend a fixed term contract for a further fixed term period please refer to the 'How to Extend a Fixed-Term Contract' guide.

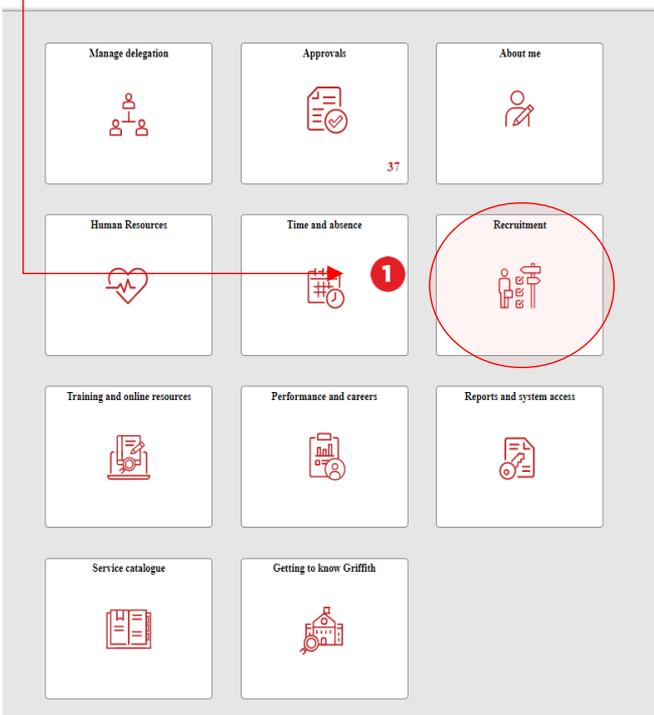
Before creating a job, please ensure that you have:

- Head of Department acknowledgement – ensure that communication with the Head of Department has taken place in relation to this appointment.
- Confirmation of position number details and establishment. Please contact your Human Resources Business Partner if you require assistance with this information.
- Approval from Finance (budget and salary costing information included).

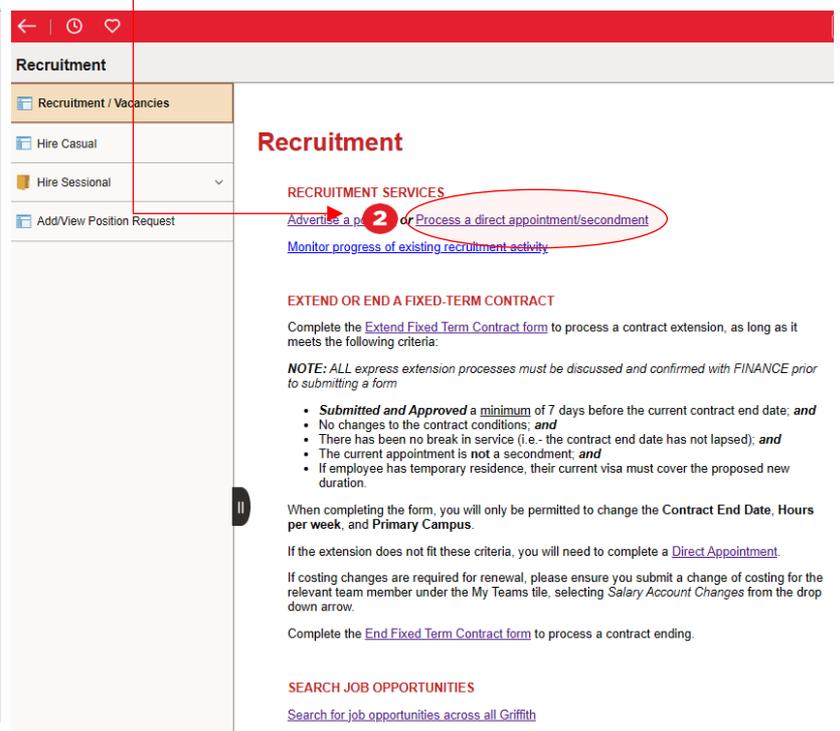
### Step 1: Access Create Job in Smart Recruiters

- Navigate to the Recruitment tile to begin the process. (Login to the *Staff Portal*> *My Staff Page*)

**1** Click on the **Recruitment** tile on the **Home** screen of your **My Staff Page**



**2** Click **Process a direct appointment/secondment** on our new **Recruitment** page



**3** Once you have clicked on **Process a direct appointment/secondment** the **Create Job** screen in **Smart Recruiters** will open. Move to Step 2.

## Step 2: Enter the Job Details in Smart Recruiters

### Create job

1 Create 2 Skills 3 Details 4 Hiring Team 5 Advertise 6 Share

**GRIFFITH UNIVERSITY**  
QUEENSLAND AUSTRALIA

1 Start typing your job title to view templates

2 Enter job location

Employees can work remotely

Job Ad Language\*  
Winston speaks the languages in bold  
English - English (US)

**Gen-AI v1 feature**  
Winston can fill in the next fields for you based on the job title, location and language. [Create](#)

Company Description  
Describe what makes your company great

Job Description  
Describe the responsibilities and keys to success of the job [Refine](#)

Qualifications  
Describe the requirements and skills needed for the job [Refine](#)

Additional Information  
Describe your perks and culture

Add Videos  
Youtube, Vimeo or Digi-Me video

[Next](#) [Preview](#) 3

1 Enter the **Job Title** of the role being filled. The same as per Position Description. Please do not include classification /salary levels in the job title.

2 Enter the **relevant location** for the role. Delete any prepopulated address and re-enter even if correct address is displayed.

NOTE: All remaining fields on this screen are for advertised roles only and you do not need to complete these fields for direct appointments/secondments.

3 Click **Next** to move to the **add more details** page.

#### Griffith University Locations

**Brisbane South (Nathan):** 170 Kessels Road, Nathan Qld 4111

**Brisbane South (Mount Gravatt):** 176 Messines Ridge Road, Mount Gravatt Qld 4122

**Brisbane City (South Bank):** 226 Grey Street, South Bank Qld 4101

**Gold Coast:** Parklands Drive, Southport Qld 4215

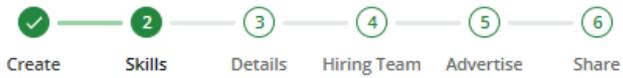
**Logan:** 68 University Drive Meadowbrook, Qld 4131

**Sunshine Coast:** 6 Doherty Street, Birtinya Qld 4575

## Step 2 continued: Enter the Job Details in Smart Recruiters

The below page will show, click on **Next**

### Create job



**i** Adding, editing, or removing skills will not affect the job ad Dismiss

**Skills** Deleted skills

Add a skill

Search  🔍

Relevant skills

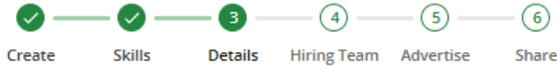
🔄 Refresh

Select Recording Source × Edit Recorded Sound × Apply Freinet Teaching Strategies ×

**Next** →

# Step 2 continued: Enter the Job Details in Smart Recruiters

## Create job



### Add more details

Is this a new or replacement position?\*

1

1

Select **New** if this is a newly created position that has not previously had an incumbent. Select **Replacement** for existing positions which have previously had an incumbent or still have a substantive incumbent.

Group\*

2

2

Select the relevant **Group** from the drop-down options. When you select the **Group** additional Element/Department sub fields will appear. Select the appropriate sub fields for the position. **Example below:**

Group \*  
Business School - BUS x

Sub Group \*  
Griffith Business School - GBS x

Element \*  
Department of Accounting, Fin... x

Department ID \*  
Department of Accounting, Fin... x

Academic Supervisor (Academic Positions Only)

Appointment Type\*

Employment Type\*

Start Date\*

End Date (if applicable)

NOTE: if you are not able to find your correct element, you may have chosen the incorrect Sub Group. If this is the case, return to Sub Group and select the next option.

Once you have completed the Group sub fields the **position number** field will appear. You will only be able to select active positions in the relevant Group. You will not be able to raise the appointment if the position has not yet been created or is currently inactive. **Example below:**

Position Number\*  
00051725 - Dental Assistant x

Classification\*  
H03 - Hew Level 3 (\$63354.75 - \$70033.21) x

Advertising Preference\*

Is this an identified position (only open to Aboriginal and Torres Strait Islander candidates)?

Costing Details - SpeedType + Class + Account\*

**Costing Details** must be completed, if this information is not know, please contact your Finance Partner.

Job code\*

Job Family

**Work profile** is required only for Academic roles

Scholarship %

Service %

NOTE: These data fields will auto-populate based on the position number selected. Check they are correct before proceeding. If a field (for example "campus location") is different to what you want, please contact your HR Business Partner and make a note of the change in the comments at STEP 3.

Teaching %

Research %

Primary Location (Campus)

Manager (Reports To)

Supervisor Level

Budgeted Position\*

Key Position (required criminal history check)\*

Department

If **Academic Supervisor** is required, added here.

Academic Supervisor (Academic Positions Only)

3

Please proceed to the following page in this guide further information about the remaining fields.

## Step 2 continued: Enter the Job Details in Smart Recruiters

Appointment Type\*  
Fixed Term X **3**

Fixed Term Category\*  
Research X **4**

Fixed Term Justification\*  
[Empty field]

Employment Type\*  
Full Time X

Start Date\* [Empty field] End Date (if applicable) [Empty field] **5**

Advertising Preference\*  
Type value Q **6**

Is the person an Australian Citizen?\*Yes X **7**

Is the person a citizen (including dual) of a country not listed on the safe list? \*  
Type value Q

**3** Select the relevant appointment type **continuing or fixed term**. For secondments select fixed term.

**4** If fixed term, two new Tabs will show, one for Fixed Term Category and for Fixed Term Justification

Select if the appointment will be **full time** or **part time**. If you select **Part time** additional fields will appear for you to enter the Part time fraction. **Example below:**

Employment Type\*  
Part Time x

Part Time  
Yes x

Part Time Fraction\*  
0.5

**5** Enter the **start date**. If the state is unknown or to be negotiated, then enter an estimated start date and make a note in the comments at STEP 3.

Enter the **end date** for fixed term/secondments. Leave blank for continuing positions. If the end date is a set duration from an estimated start date then please make a note in the comments at STEP 3.

**6** Select **Direct Appointment** in the Advertising Preference field as per image below.

Advertising Preference\*  
Type value

- Internal only
- External only
- Internal & External
- Direct Appointment
- Advertised via Master

**7** Select **Yes** or **No** if the candidate is **Australian Citizen**. Also **Yes** or **No** if the person is Citizenship of another country or dual Citizenship.

## Step 2: Enter the Job Opening Details – Continued

Current or Previous Staff Member\*

8

Make selection between Current, Previous, or never employed by Griffith University. If one of the first 2 options, please add the staff/student ID in the field below if known. If previous or never employed at Griffith, the personal details fields will appear to complete.

Staff ID (if known)

Candidate Details Required

NOTE: DOB and address is required for HR to verify if the applicant had any previous activity with Griffith. Name must be full legal name, as per birth certificate/ passport.

Prefix\*

Full Name\*

Email\*

Address

DOB

Phone\*

Is this an identified position (only open to Aboriginal and Torres Strait Islander candidates)?

9

9

This section is only required if the position is identified for Aboriginals and Torres Strait Islanders. If it is not the case, leave it blank.

Post to Seek?

10

10

Post to seek is only used for advertised positions. Do not select anything from the drop-down options and move into next step.

100 Academics

Industry\*

Function\*

Experience Level\*

Type of Employment\*

Click **Next** to add approvals, comments, attachments, and applicant.

Next →

# Step 3: Add Hiring Team

The screenshot shows a web form for adding a hiring team. At the top, a progress bar indicates the current step is 'Hiring Team' (3), with previous steps 'Create' (1) and 'Details' (2) completed, and 'Advertise' (4) and 'Share' (5) remaining. The form is divided into several sections:

- ADD HIRING TEAM:** Contains a 'Name or Email' input field, a 'Select Hiring Role' dropdown menu, and an 'ADD TO TEAM' button (callout 1). Below this is a row with a redacted name, another 'Select Hiring Role' dropdown, and a 'REMOVE' button (callout 2).
- JOB APPROVALS:** Features an 'ADD' button with a dropdown arrow (callout 2).
- Salary Range:** A field with a pencil icon for editing.
- Position Details:** Includes 'Position Open Date' (Mar 9, 2023), 'Target Start Date \*' (callout 3), 'Position Type' (New) dropdown, and 'Position ID' (callout 3).
- APPROVERS:** Shows 'Approvals will be sent in the order below'. It lists 'Named User' entries for Amanda Woods and Marina Dos Prazeres. A 'Comment on approval request' field (callout 4) is present with a placeholder 'Add a comment'.
- AUTOMATED INTERVIEW SELF-SCHEDULING - CALENDAR SELECTION:** Includes an 'Interviewer Calendar Library' dropdown set to 'Not selected'.
- ADD PUBLISHING PREFERENCES:** Contains a 'SUBMIT FOR APPROVAL' button (circled in red, callout 5) and a 'SAVE' button (callout 5).

- 1** Add the relevant TA Consultant as Recruiter – if you are unsure who this is, they are usually listed as the approver below.
- 2** Add yourself as the Hiring Manager from the dropdown list so that you can add attachments. If more than one person in your team will be following up with this appointment, add them as well.
- 3** Add start date in the Target Start Date field. Click on the calendar to be able to action this step. If the start date is unknown or to be negotiated, then enter an same date as per previous page,
- 4** Please add any comments that will assist with the offer process that have not been included in previous steps, such as:
  - Justification (if this is a backfill for another staff member, please include the details)
  - Change of location required.
  - Salary level and step
  - Salary account (Speed type, class and percentage)
  - Induction delegates name (if new staff member)
  - Eligibility to work in Australia (for new staff or staffs who are current casual)
  - Academic Work Profile (for academic position ONLY)
  - Academic Supervisor (Academic appointments ONLY)
- 5** Click Submit for approval. This application will now be sent to HR to start the reviewing process.

## Step 4: Add attachments

Direct Appointment

Current or Previous Staff Member \*  
Current

Staff ID (if known)  
—

Post to Seek?  
—

REF code  
REF1776Q

Target date for hiring  
—

Function \*  
Education

Type of Employment \*  
Full-time

Is this an identified position (only open to Aboriginal and Torres Strait Islander candidates)?  
—

Compensation  
—

Industry \*  
Higher Education

Experience Level \*  
Associate

This job is a template

EDIT

**Internal Notes**  
There are no notes yet.

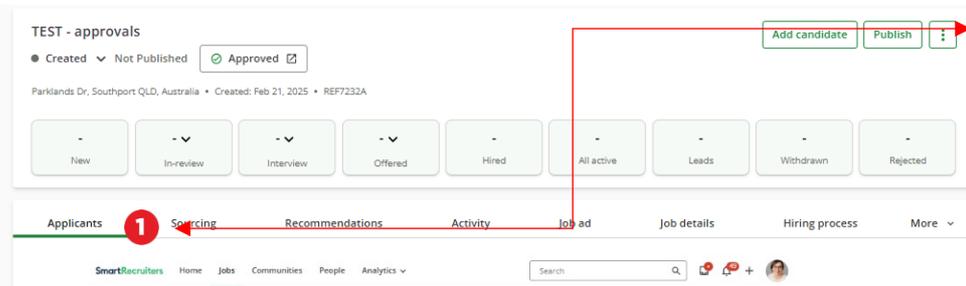
**Attachments**  
There are no attachments yet.

ADD

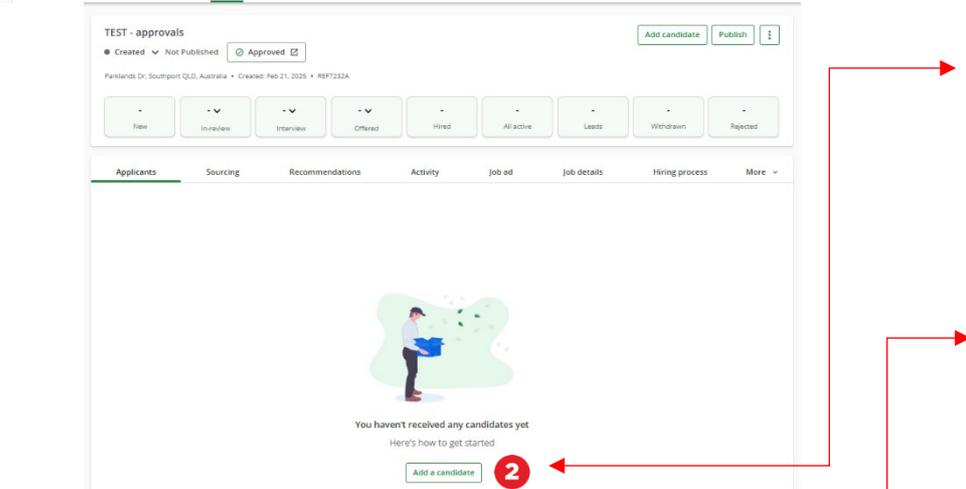
**1** All attachments to be added after submitted for approval. Scroll to the bottom and click the ADD button, then attach all relevant documents. This may include:

- position description (required)
- referee Reports (required when hiring new staff members over a 6-month duration)
- most recent resume with updated contact details (i.e address, email and contact number)
- proof of work rights (for new staff or current casual)- eg passport or birth certificate
- If a secondment, attach the substantive supervisor's approval.
- additional supporting documentation

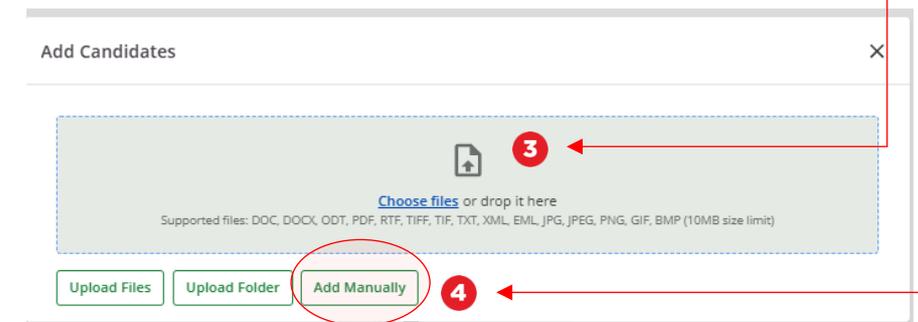
# Step 5: Add candidate



1 On the top of the same page, click on Applicants.

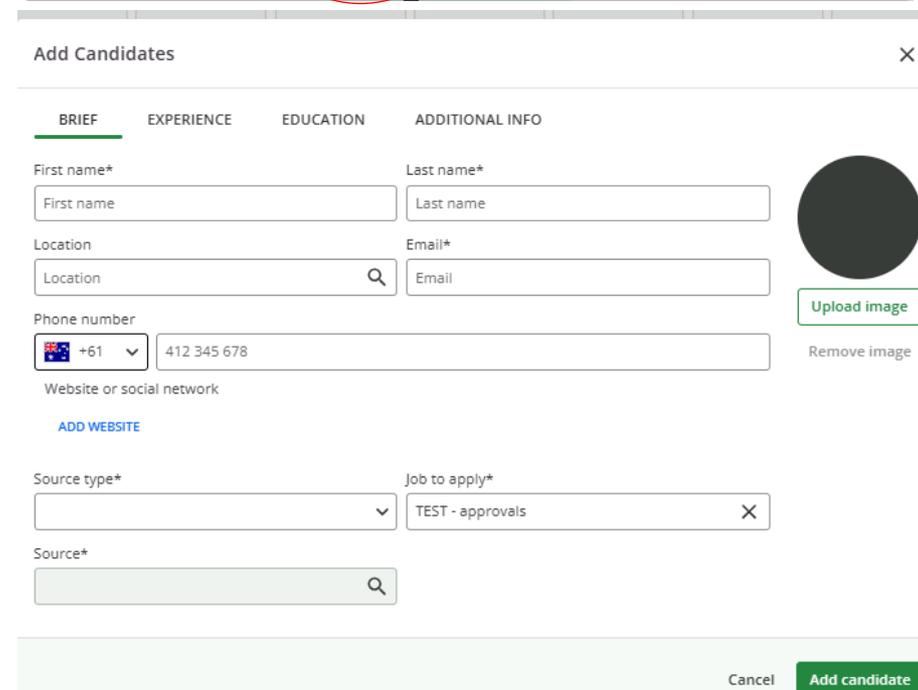


2 A new page will show as per image, click on Add candidate.



3 If resume is available, upload file by dragging into the drop box, or upload file. The third option is to add this information manually.

4 If adding information manually, a box will appear, add the required information. On source type and source use the drop options as per image.



If adding information by using resume, the system will pull the information and add in the fields, complete the source type as previously and save the required experience.

Once all confirmed, click add candidate on the bottom of the page.

## Step 5: Add candidate – continued

Add candidate

MD  
Upload avatar

First Name\* Marina Last Name\* dos Prazeres

Location Australia Plains, Australia Phone number +6100000000

Email\* Peoplesupport@griffith.edu.au

Website or social network

Source type\* Organic Job\* Test

Source\* Community (Internal)

LESS

5 If adding information by using resume, the system will pull the information and add in the fields, complete the source type as previously.

EXPERIENCE

Edit experience

Job Title\* TALENT ACQUISITION CONSULTANT

Company / Business Name\* Griffith University Location Brisbane QLD

Month June Year\* 2022

Currently works here

Description

CANCEL SAVE EXPERIENCE

6 Save the required experience if required.

ATTACHMENTS + Upload files marina\_dos\_prazeres\_resume\_2022.docx

NOTES

Share something with your team...

7 Once all confirmed, click add candidate on the bottom of the page.

CANCEL ADD CANDIDATE

This candidate will now be attached to the job under the lead tab.