GRIFFITH UNIVERSITY

How to...
Prepare a Direct Appointment/Secondment

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 ackolegement – 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.

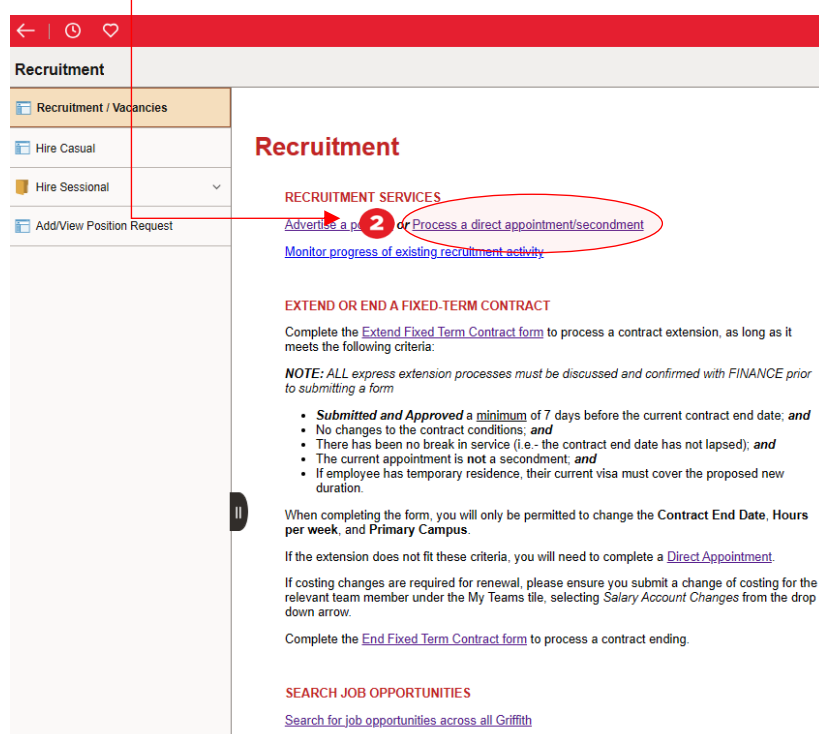☐ Approval from Finance (budget and salary costing information included).

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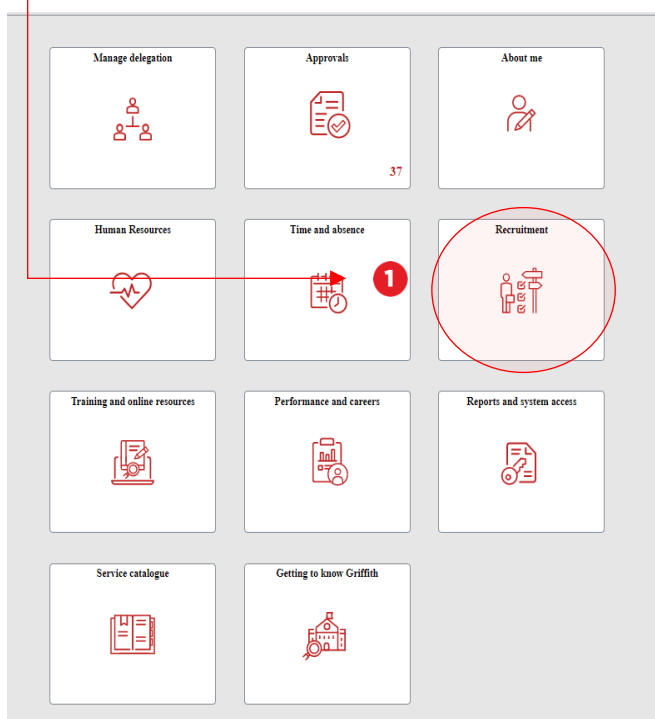
2 Click **Process a direct appointment/secondment** on our new **Recruitment page**

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

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Step 2: Enter the Job Details in Smart Recruiters

Create job

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

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

Create job

Create job

Create — Skills — **3** Details — 4 Hiring Team — 5 Advertise — 6 Share

Add more details

Is this a new or replacement position?*

[Type value   🔍]   **1**

Group*

[Type value   🔍]   **2**

Academic Supervisor (Academic Positions Only)

[   ]

Appointment Type*

[Type value   🔍]

Employment Type*

[Type value   🔍]

Start Date*   End Date (if applicable)

[   ]   [   ]

Advertising Preference*

[Type value   🔍]

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

[Type value   🔍]

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.

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   × ▾]
Sub Group *
[Griffith Business School - GBS   × ▾]
Element *
[Department of Accounting, Fin... × ▾]
Department ID *
[Department of Accounting, Fin... × ▾]

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   ×]
Classification*
[H03 - Hew Level 3 ($63354.75 - $70033.21) ×]

Costing Details - SpeedType + Class + Account*
[   ]

Job code*
[Griffith General Staff Level 3   ×]

Job Family
[General   ×]

Scholarship %   ⓘ Service %
[   ]   [   ]

Teaching %   Research %
[   ]   [   ]

Primary Location (Campus)   Manager (Reports To)
[Gold Coast   ×]   [00054225 - Dental Assistant Team Leader L&T ×]

Supervisor Level   Budgeted Position*
[Band 5   ×]   [Yes   ×]

Key Position (required criminal history check)*   Department
[No   ×]   [Griffith Health   ×]

Academic Supervisor (Academic Positions Only)
[   ]

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

Work profile is required only for Academic roles

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.

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

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 ✕ **3**

Fixed Term Category*

Research ✕

Fixed Term Justification* **4**

Employment Type*

Full Time ✕

Start Date*   **End Date (if applicable)**   **5**

Advertising Preference*

Type value 🔍 **6**

Is the person an Australian Citizen?*

Yes ✕ **7**

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

Type value 🔍

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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 ✕ ▾

Part Time

Yes ✕ ▾

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.

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Step 2: Enter the Job Opening Details – Continued

Current or Previous Staff Member*

| Previous | ✕ | ⑧ |

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

| Yes - Confirm Details | ✕ |

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*

| Type value 🔍 |

Full Name*

Email*

Address

DOB

Phone*

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

| Type value 🔍 | 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?

| Type value 🔍 | 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

| Type value 🔍 |

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

Industry*

| Higher Education | ✕ |

Function*

| Education ▼ |

Experience Level*

| Not Applicable ▼ |

Type of Employment*

| Full-time ▼ |

Next →

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Step 3: Add Hiring Team

ADD HIRING TEAM

Name or Email | Select Hiring Role | ADD TO TEAM ①

[redacted] | | REMOVE ②

JOB APPROVALS

ADD ▼

Salary Range

-

Position Open Date	Target Start Date *	Position Type	Position ID
📅 Mar 9, 2023	📅	New ▼		🗑

③

APPROVERS

Approvals will be sent in the order below

Named User

(AW) Amanda Woods

Named User

Marina Dos Prazeres

Comment on approval request ④

Add a comment

AUTOMATED INTERVIEW SELF-SCHEDULING - CALENDAR SELECTION

Interviewer Calendar Library

Not selected ▼

ADD PUBLISHING PREFERENCES

SUBMIT FOR APPROVAL SAVE ⑤

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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.

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Step 4: Add attachments

Direct Appointment

Current or Previous Staff Member *
Current

Staff ID (if known)
—

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

Post to Seek?
—

REF code
REF1776Q

Compensation
—

Target date for hiring
—

Industry *
Higher Education

Function *
Education

Experience Level *
Associate

Type of Employment *
Full-time

☐ This job is a template

Internal Notes ✎ EDIT

There are no notes yet.

Attachments

1 (ADD)

There are no attachments yet.

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

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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.

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Step 5: Add candidate – continued

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

6 Edit the required experience if required.

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

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

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