

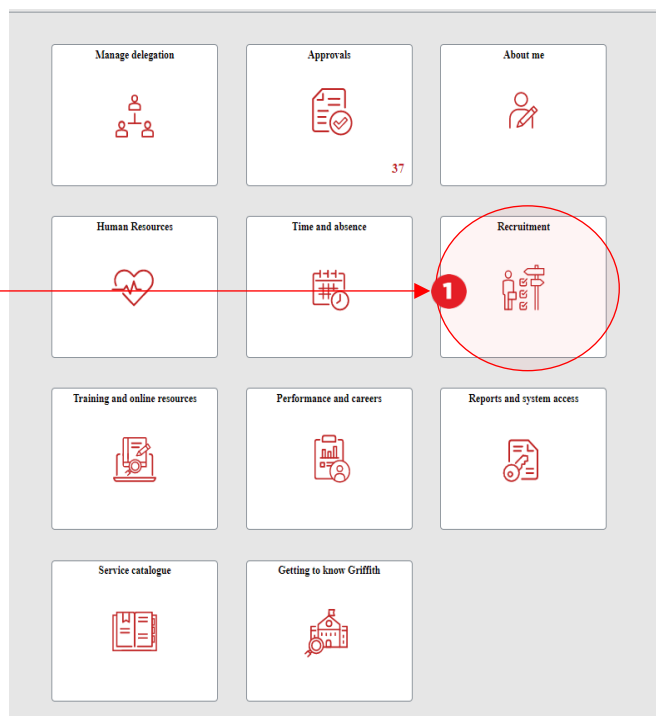
Introduction

This how to guide explains how to prepare an unpaid appointment in Smart Recruiters. Positions include Adjunct, Honorary and Visiting appointments. Please review the [Adjunct, Honorary and Visiting appointments policy](#) for further information.

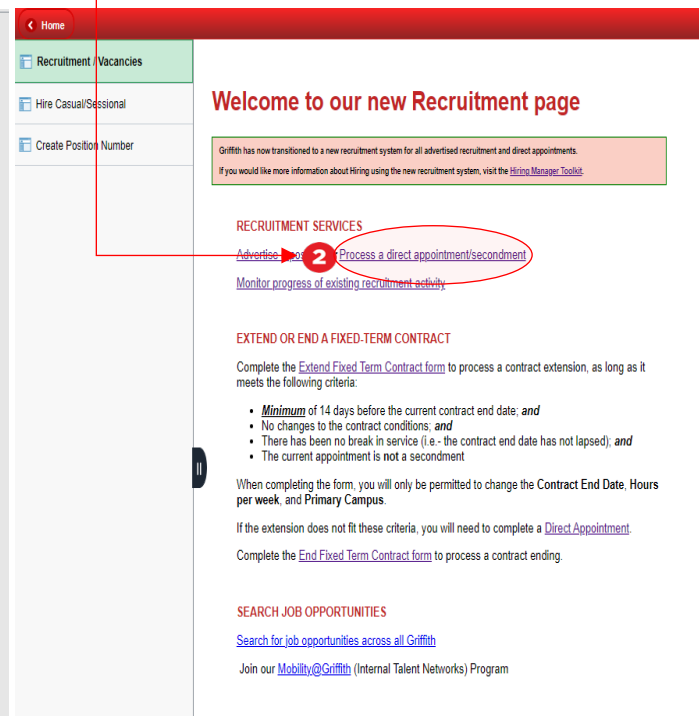
Step 1: Access Create Job in Smart Recruiters

- Navigate to the Recruitment title 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

Job Title* Use template ⓘ

Street Address* Fill manually ⓘ

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.

Company Description

Describe what makes your company great

Job Description

Describe the responsibilities and keys to success of the job

Qualifications

Describe the requirements and skills needed for the job

Additional Information

Describe your perks and culture

Add Videos

Youtube, Vimeo or Digi-Me video

*Relevant Titles

Adjunct/Honorary/Visiting Professor
Adjunct/Visiting Associate Professor
Adjunct/Visiting Senior Lecturer
Adjunct/Visiting Lecturer
Adjunct/Visiting Associate Lecturer

Visiting Scholar (for students)

Adjunct/Visiting Principal Research Fellow
Adjunct/Visiting Senior Research Fellow
Adjunct/Visiting Research Fellow
Adjunct/Visiting Fellow
Industry Fellow

1 Enter the **Job Title*** of the role.

2 Enter the Campus address 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 unpaid appointments.

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: Enter the Job Details in Smart Recruiters – Continued

Add more details

Is this a new or replacement position?*

X **1** ← **1** Always select **New** for unpaid appointments as this will affect the approval workflows.

Group*

X **2** ← **2** Select the relevant **Group** from the drop-down menu. When you select the Group additional Element/Department sub fields will appear. Select the relevant sub fields for this position (example as follows). If you are unsure what the **Department ID** is, select the same format as selected in **Element**.

Sub Group*

X

Element*

X

Department ID*

X

Position Number*

X **3** ← **3** Unpaid appointments are not linked to position numbers, enter/select **No Position Number**.

Classification*

X **4** ← **4** The **Classification** sub field will appear, enter/select **ENC – No Salary** as this is an unpaid appointment.

Costing Details - SpeedType + Class + Account*

5 ← **5** **Costing Details** is required

Job code*

X **6** ← **6** The **Job Code** sub field will then appear, enter/select the relevant job title, which will then prepopulate the **Job Family**.

Job Family

X

Scholarship %

Service %

Teaching %

Research %

Primary Location (Campus)

7 ← **7** Please enter the information for **Primary Location (Campus)** and **Manager (Reports To)** as this does not prepopulate.

Manager (Reports To)

Appointment Type *

x ▾

Type of Unpaid Appointment *

x ▾

Plan *

x ▾

Grade *

x ▾

Step 2: Enter the Job Details in Smart Recruiters – Continued

Supervisor Level

Budgeted Position* **1** **1** Select **No** for **Budgeted Position**

Key Position (required criminal history check)* **2** **2** Select **No** for **Key Position**.

Academic Supervisor (Academic Positions Only) **3** **3** On **Academic Supervisor** add name of Hiring Manager, Griffith Academic who will be responsible for the appointment.

Appointment Type* **4** **4** Select **Unpaid Appointments** for **Appointment Type**. The **Type of Unpaid Appointment** and **Plan** sub fields will appear. Select the relevant type of unpaid appointment from the dropdown list as per image below, and always select **Unpaid Adjunct/Visitor** for the **Plan** sub field.

Type of Unpaid Appointment*

Plan*

Grade*

Employment Type* **5** **5** Always select **Full Time** for unpaid appointments

Start Date* **6** **6** Enter the start and end date as applicable.

Advertising Preference*

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

7 **7** Select **Direct Appointment** for **Advertising Preference**. See next page for further steps.

NOTE: **Adjunct** appointment durations are a minimum of 2 years and a maximum of 3 years. **Visiting** appointments are a minimum of 4 weeks and not exceeding 12 months.

Step 2: Enter the Job Details in Smart Recruiters – Continued

Is the person an Australian Citizen?*

No

1

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

No

1

Current or Previous Staff Member*

Never employed by Griffith University

2

Staff ID (if known)

Candidate Details Required

Yes - New

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

3

3

Post to Seek?

Type value

4

4

100 Academics

Type value

Industry*

Higher Education

Function*

Education

Experience Level*

Not Applicable

Type of Employment*

Full-time

Next →

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

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

Step 3: Add Hiring Team

Progress bar: Create (✓) Details (✓) **Hiring Team (3)** Advertise (4) Share (5)

ADD HIRING TEAM

Name or Email: Select Hiring Role: **1** ADD TO TEAM **1**

REMOVE **2**

JOB APPROVALS

ADD

Salary Range: -

Position Open Date: Mar 9, 2023 Target Start Date * **3** Position Type: New Position ID: **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**

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 relates to a specific research project)
- Academic Supervisor (This will always be required for unpaid appointments)

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.

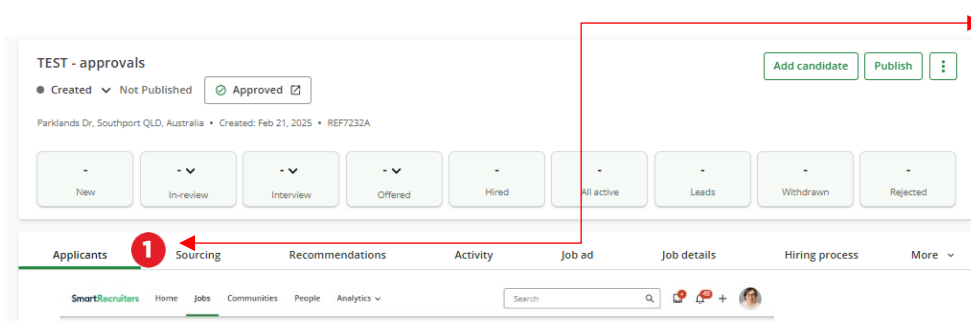
Attachments
There are no attachments yet.

ADD

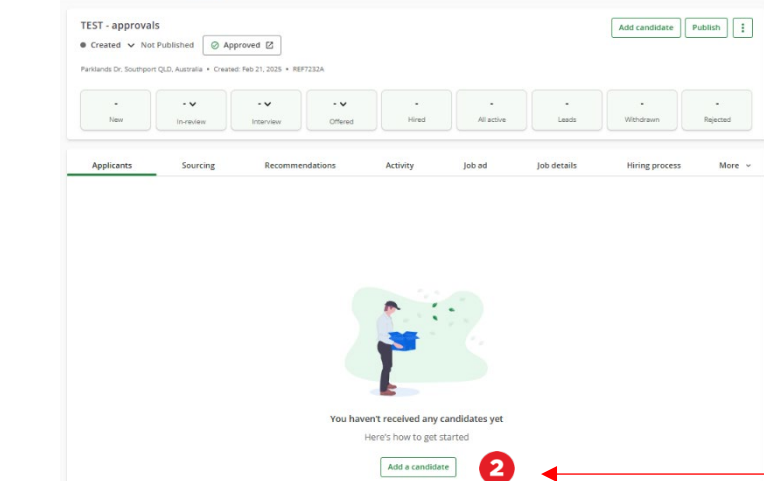
1 All attachments to be added after submitted for approval. Scroll to the bottom and click the ADD button, then attach all relevant documents. This may include:

- most recent resume with updated contact details (i.e address, email and contact number)
- Visa approvals (for international visitor appointment only)
- additional supporting documentation

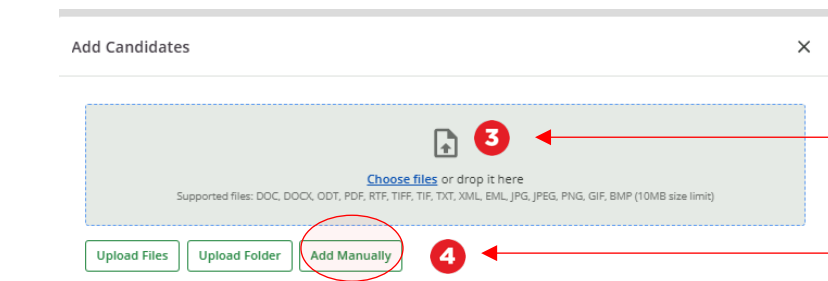
Step 5: Add candidate



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



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.

Add Candidates

BRIEF EXPERIENCE EDUCATION ADDITIONAL INFO

First name* Last name*

Location Email*

Phone number

Website or social network

Source type* Job to apply*

Source*

Cancel Add candidate

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.

5

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.

6

ATTACHMENTS

+ Upload files

marina_dos_prazeres_resume_2022.docx

NOTES



Share something with your team...

CANCEL

ADD CANDIDATE

7

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.