

### Appointment Checklist

**Applicant Name:**

**Element:**

**Start Date:**

**New/Renewal:**

**Appointment Type:**

**Hiring Manager:**

#### **Before Direct Appointment has been raised**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Head of Department Approval</b> <ul style="list-style-type: none"> <li>- Hiring manager or team has raised and had a discussion from head of department for position</li> </ul>  |
| <input type="checkbox"/> | <b>Position Number has been obtained</b> <ul style="list-style-type: none"> <li>- Correct position number has been confirmed (please contact your HR BP if you need assistance with confirming the correct position number/ your position establishment)</li> <li>- If you need to create a new position number, please refer to the 'How to create a new position' user guide which can be obtained here - <a href="#">Create a Position Number</a></li> </ul> |
| <input type="checkbox"/> | <b>Finance has been approved for role</b> <ul style="list-style-type: none"> <li>- Confirmed via Finance the Position has budget</li> <li>- Salary costing code has been obtained</li> </ul>  |

#### **During Direct Appointment being raised in Smart Recruiter**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p><b>Please refer to the 'How to Guide' for raising a direct appointment for detailed steps.</b></p> <p><b>Create Job Details required:</b></p> <ul style="list-style-type: none"> <li>- A New or Replaced position.</li> <li>- Group (e.g University Corporate Staff UCS)</li> <li>- Sub Group (if applicable)</li> <li>- Element (e.g. Campus Life)</li> <li>- Position Number</li> <li>- Appointment Type</li> <li>- Start Date – please note if the start date is to be negotiated.</li> <li>- End Date (If Applicable) – please note if the start date is a specific duration from a negotiated start date (example: 6 months from commencement date)</li> <li>- Advertisement Preference – Select direct appointment for all secondment and fixed term contracts</li> </ul> |
| <input type="checkbox"/> | <p><b>Hiring Team has been added:</b></p> <ul style="list-style-type: none"> <li>- The reporting line manager – add as Hiring Manager (the reporting line manager)</li> <li>- Administrator raising appointment – add as Hiring Manager</li> <li>- Recruiter - Please add your TA Consultant</li> </ul>  |
| <input type="checkbox"/> | <p><b>Relevant documentation attached:</b></p> <ul style="list-style-type: none"> <li>- CV (essential for unpaid appointments and new paid appointments)</li> <li>- Position Description (always required)</li> <li>- Head of department email approval attached (If applicable)</li> <li>- Finance email approval attached (If applicable)</li> <li>- Grant funds emails/Grant documents attached if required (fellowship and unpaid appointments)</li> <li>- Reference Checks (if an open merit process or EOI has been conducted or NEW appointment (new to GU) over a 6 month duration)</li> </ul>   |

	<ul style="list-style-type: none"> <li>- Special Conditions, registration and Loading clauses (If applicable, e.g requires AHPRA registration)</li> <li>- If a secondment, attach the substantive supervisor's approval.</li> <li>- Staff/Student number provided (for already existing employees)</li> <li>- Work Rights documentation -Visa/Passport or Australian birth certificate</li> <li>- International Checking Tool (For overseas applicants)</li> <li>- Obtain sanction check (if applicable)</li> </ul>
<input type="checkbox"/>	<b>If New to Griffith University:</b> <ul style="list-style-type: none"> <li>- Residential Address</li> <li>- Email</li> <li>- Phone number</li> <li>- Copy of ID (ie. Passport and/or Australian Birth Certificate), Visa (if non-Australian or unpaid appointment)</li> <li>- International Checking Tool (For overseas applicants)</li> </ul>
<input type="checkbox"/>	<b>Hiring Comments (What to include):</b> <ul style="list-style-type: none"> <li>- Justification of appointment</li> </ul> <p>If the appointee is replacing a staff member, include the details. ( <i>If replacement</i>: X is backfill for X who is on secondment/leave (indicate leave type) until DATE.</p> <ul style="list-style-type: none"> <li>- Salary Costing is listed.</li> <li>- Full name or S number of applicant</li> <li>- Secondment or fixed term position</li> <li>- Academic Supervisor (academic and unpaid)</li> <li>- Academic Work profile: <ul style="list-style-type: none"> <li>• E.g. - Balanced – this incorporates 40% teaching, 40% research and 20% service. This is the standard academic profile at Griffith.</li> <li>• Example of Teaching Focused –60% teaching, 20% research and 20% service.</li> <li>• Example of Research Focused – 60% research, 20% teaching and 20% service.</li> <li>• Example for Research Fellows – 80%/90%/100% research, remainder usually service.</li> </ul> </li> </ul> <p>Open merit completed (<i>Open merit</i>: X has been through an open merit recruitment process for this position (Job Opening XXX) <b>OR</b> X has not been through an open merit process <b>OR</b> X has been named on attached grant – no further merit process required)</p> <ul style="list-style-type: none"> <li>- Probation period (if applicable)</li> <li>- Salary Step (especially if salary has been negotiated). New appointments are made at step 1 of the relevant salary level. If you are waiting to offer above step 1 of the salary level, please include a justification.</li> </ul>