



**Note: before a position is advertised, there must be a position description and CED evaluation completed**  
**\*\*Advertising requests may take up to three working days to be processed\*\***

Please note this form is digital signature enabled.

## Recruitment Request Form

### Position Details

Position Title

Position Type

Position Status

Faculty or Office

Replacing who? (if appl)

Hours and days for part-time/casual recruitment

Preferred Start Date

Length of term (if fixed/casual)

Reports To

Bond Level

Step (if appl)

### Advertising Details

VC approval to advertise?

Ad Closing Date

Advertising Type

### External Advertising Options (Please Select)

**Note: All external positions are automatically advertised on UniJobs.com.au**

Cost Centre for Advert

**Some advertisers will require credit card or invoice payment. HR will contact Faculties/Offices to discuss**

Online Provider

Online Provider

Online Provider

Online Provider

Print Provider

Publication Date

Print Provider

Publication Date

Industry Provider

Any additional requirements or information for recruitment purposes

Employment Checks

Employment Checks

Recruitment and Selection Process Assistance from HR

Please indicate the level of involvement you would like from HR with regard to **LEVEL 5 POSITIONS AND ABOVE**

Selection Process

- ☐ Reference Checks
- ☐ Shortlisting and attending shortlisting meeting
- ☐ Phone Screen shortlisted candidates
- ☐ Confirm candidates for interview
- ☐ Organise interview panel
- ☐ Interview guide preparation and distribution
- ☐ Attend the interviews
- ☐ Reference Checks

Appointment

- ☐ Provide offer of employment to successful candidate
- ☐ Notify unsuccessful candidates post interview
- ☐ Google Search
- ☐ Verify Qualifications
- ☐ Verify Residency Status

Attachments

Position Description

Advert

VC/VPA Approval

Approvals

Requestor

Date

Submit to Dean/Director

By signing this form (digitally or otherwise) you agree to HR commencing the advertising and recruitment process based on the details provided

Approval to Recruit

Dean/Director

Signature Field

Date

Reset Form

Print Form

Submit to HR