Charles Sturt University

Recruitment Action Form

Recruitment Information

It is recommended that you consult with a HR Representative on recruitment planning prior to completing this form

Name of HR Representative discussed with:

Is this a new position? ☐ Yes ☐ No If *No*, existing position number

Recruitment Method (refer to the Methods of Recruitment Toolbox)

☐ External Advertising ☐ Internal Advertising Only ☐ Application via Invitation ☐ Expression of Interest

Reason for Recruitment

Targeting

Do you wish to target this position for a person with a disability? Plan for People with a Disability	☐ Yes	☐ No
Do you wish to target this position for an Indigenous person and/or apply for a subsidy under the Indigenous Employment Incentive Scheme? Indigenous Employment Strategy	☐ Yes	☐ No
Would you like to target this position toward part-time job seekers, as a job share or as having flexible working arrangments?	☐ Yes	☐ No
Do you require a search plan for women in senior appointments? Search Plan for Women (a search plan is required for Academic Level D or above and Professional/General Level 10 or above)	☐ Yes	☐ No
Would you like to advertise this position to the international market?	☐ Yes	☐ No

Additional Advertising

This position will be advertised across a standard suite of online and print media that has been pre-negotiated by HR that aims to achieve a strong application pool. If you would like to advertise this position in more specific mediums (i.e. industry journals) please contact your HR Representative.

Position Information

Position Title

Position Type

Classification Level

Faculty/Division/Office

School/Section/Centre

☐ Full Time ☐ Part Time

If Part Time, Hours per Week

Fraction Percentage 0%

Part-Year Employment - # Weeks on Duty

Appointment Type

Fixed-Term Type (What is this?)

Commencement Date

Cessation Date (if Fixed-Term)

Select the campuses you would like this position advertised as being availble on

☐ Albury-Wodonga ☐ Bathurst ☐ Canberra ☐ Dubbo ☐ Goulburn ☐ Manly ☐ Orange ☐ Parramatta

☐ Port Macquarie ☐ Sydney Olympic Park ☐ Wagga Wagga ☐ Wangaratta ☐ Other ☐ Negotiated on Appointment

☐ I confirm that space is available on each campus selected (contact spaceman@csu.edu.au for further assistance)

For Academic Appointments Only

Work Function to be advertised (select all appropriate)

☐ Research Focussed ☐ Teaching Focussed ☐ Teaching and Research ☐ Teaching and Professional ☐ Other

Supervisor Information

Supervisor's Name

Supervisor's Position Title

Supervisor's Position No

Supervisor's Email Address

Contact Phone Number (with Area Code and Prefix)

Contact Person for Applicants (if Different to Supervisor)

Please ensure the contact person is available for the duration of the recruitment process and their details are listed in the position description.

Name of Contact Person

Contact Person's Position Title

Contact Person's Email Address

Contact Phone Number (with Area Code and Prefix)

Funding

How is this position funded?

If funding is received externally, what is the name of the fund source? e.g. Higher Education Participation and Partnerships Program (HEPPP)

	Fund	Organisation	Account	Program	Percentage
Salary GL Code(s) Advise percentages if more than one code (must total 100%)					

	Fund	Organisation	Account	Program	Percentage
Recruitment GL Code			419X		100%

Selection Committee Nominations

To constitute your committee, refer to the Staff Recruitment and Selection Procedure. Please ensure panel members are aware of their nomination and responsibilities.

Presiding Officer/Committee Member 1 | Interview Location

Committee Member 2 | Interview Location

Committee Member 3 | Interview Location

Committee Member 4 (Optional) | Interview Location

Recommendation and Approval

Recommendation

Name | Signature | Date

Approval by the Delegated Officer(s):

I authorise this action and certify that funds are available. I approve the expenditure of the funds associated with recruiting for this position including advertising, travel, accommodation, interview expenses, removal and other related expenses. I confirm the panel members are aware of their nomination and responsibilities.

Band 7 or above
Who is this?

Name | Signature | Date

Authorisation Required for Level D-E staff

Band 8 or above
Who is this?

Name | Signature | Date

Authorisation Required for Senior Executive Staff

Band 8 | Band 9 | Band 11
Per Delegations Schedule
Who is this?

Name | Signature | Date

To ensure prompt processing, this form MUST be submitted with the position description to hr@csu.edu.au.

☐ Yes, I have all relevant documents to attach when submitting this form to HR for processing

Submit via Email

HR Use Only - FC791 (Create/Amend Position) - Affirmative Action

☐ Identified Indigenous: Code A ☐ Indigenous Targeted: Code B ☐ Disability Targeted: Code D ☐ Female Position: Code W