

Online Temporary Appointments/ Secondments

Process Manual

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Status: Live

Version: 1.0

Date: 18/09/2013

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Warning: uncontrolled when printed.

Authorised by: Director, Human Resources.
Document owner: Manager, Human Resources

Original Issue: 18/09/2013
Current Version: 17/01/2014

1. Introduction

The purpose of this Process Manual is to outline the process of inviting an application, creating and approving a TAP or Secondment in the e-Recruitment system (PageUp).

2. Definition of Temporary and Secondment Appointments

A Temporary Appointment is defined in the University Recruitment and Merit Selection policy as fixed term employment of no longer than 6 months to cover specific situations as outlined under 'Temporary Appointment' in this Procedure.

A secondment is a temporary appointment for internal applicants only where at the end of the secondment period, the employee returns to their substantive position.

3. Creating a Temporary Appointment/ Secondment

There are several steps involved in creating a TAP/Secondment and some are outside of the PageUp system, please follow the steps below to complete the process.

- Step 1.** Develop a position description outlining the requirements of the position and the knowledge, skills, experience and abilities required; the position description template can be found at <http://federation.edu.au/staff/working-at-feduni/human-resources/forms-and-templates>
- Step 2.** Discuss and obtain verbal approval from the Delegated Officer and Finance to establish the position.
- Step 3.** Send the position description to Human Resources for classification.
- Step 4.** Identify a pool of applicants who may be suitable for the appointment and make a record, you will need to record these on the PageUp job card later in the process.
- Step 5.** Select from the pool of applicants a suitable applicant for the position based on merit and document the knowledge, skills, abilities, relevant qualifications and experience of the preferred applicant.

It is recommended that you conduct informal interviews to help establish which applicant is the most suited for the position.

Secondment arrangements must be discussed and agreed between all relevant parties involved and be approved by the Dean or Director from where the staff member is being seconded from.

Step 6. Send the preferred applicant the following template (please do not reword this email), email asking them to apply for the Temporary Appointment/Secondment position on the careers webpage.

A generic Temporary Appointment/Secondment advertisement has been created which is blindly sourced (meaning only people who know it is there can find it on the website).

Applicant Template email

Thank you for your interest in a temporary position and/or secondment opportunity with the University. We would now like to invite you to formally submit your application for consideration. Please visit

<https://secure.pageuppeople.com/apply/428/gateway/Default.aspx?c=apply&sJobIDs=841370&SourceTypeID=1133&sLanguage=en>

Information on how to apply can be found at <http://federation.edu.au/staff/working-at-feduni/human-resources/?a=14873>.

Please feel free to contact me on phone: 03) 5327 xxxx or email: x.xxxx@federation.edu.au for further information.

Please note that the University in no way guarantees that by submitting your application you will be appointed to this or any other temporary or secondment position.

The University reserves the right to invite applications and to make no appointment.

Regards,

[Please enter your name here]

[Please enter your Position Title here]

Step 7. Contact the relevant Human Resources Officer/Advisor and ask them to forward you the application of your preferred candidate.

Step 8. Conduct two referee checks on the preferred candidate.

Step 9. You can now commence your online requisition (the job card online).

4. Completing the job card in PageUp

Step 1. Logon to PageUp visiting <https://admin.pageuppeople.com/>.



PageUp People

Login

E-mail address:

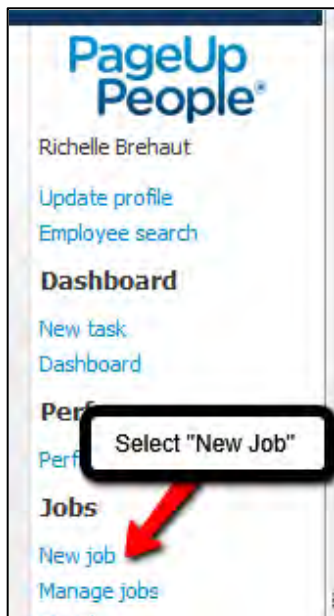
Password:

Security keyword:

Remember my login details [Don't know your password?](#)

Powered by PageUp People

Step 2. Select "New Job".



Step 3. Now select a job template.

The screenshot shows a web form titled "Select a job template". On the right side, there are three dropdown menus:

- 1. Portfolio/Division: --No portfolio/division--, Finance, Vice-Chancellor's Office, TAFE, Technical and Further Education.
- 2. School/Directorate/Centre/Institute: --No school/directorate/centre/institute--.
- 3. Template: --No template--.

Below the dropdowns is a "Preview" button. At the bottom right are "Next >" and "Cancel" buttons. Two callout boxes with red arrows point to the first and second dropdowns:

- "Select 'Portfolio/Division'" points to the first dropdown.
- "Select 'School/Directorate/Centre/Institute'" points to the second dropdown.

Step 4. Complete the "Position Info" Tab of the Job Card.

The screenshot shows a web form titled "New: Job". At the top, it says "Please fill in all mandatory fields marked with an asterisk (*)". There are four tabs: "Position info" (selected), "Notes", "Sourcing", and "Documents".

The form is divided into two sections:

- JOB ROLE**
 - Job title:* (Callout: "Enter your 'Job title'")
 - Recruitment code: (Callout: "Please leave this blank.")
 - Recruiter: (Callout: "Please leave this blank.")
 - Team: (Callout: "Please leave this blank too, it will default to your primary team.")
- HEADCOUNT MANAGEMENT**
 - Number of new positions: 1 (Callout: "Enter the relevant data here, please note that the number of new positions defaults to 1, please change it to 0 if the position is a replacement.")
 - Replacement: 0
 - Current/previous incumbent name: (Callout: "Enter current/previous incumbent name.")
 - Date created: 25 Jul 2013 (Callout: "This field automatically populates.")

PANEL DETAILS - To be completed if a position is to go through the recruitment process

Chair of panel: 

No user selected.

Panel members:

Recipient:

No Panel member selected.

As this position is a TAP/Secondment it does not require a full panel.

Interview date:

POSITION DETAILS

Portfolio/Division:*

School/Directorate/ Centre/Institute:

Department:

Employment type:*

Classification:

Campus:*

Employment period from - to:

Time fraction:

Position Account Code:

Is this a TAFE position: Yes No

Please enter a Portfolio/Division etc

As this position is a TAP/ Secondment you do not need an interview date.

Enter the School/Directorate/Centre/Institute

Enter a Department

Select an Employment type as shown for a TAP/Secondment

Enter the Position Classification Here

Enter the Campus here

Enter the start and end dates for the TAP/Secondment.

Enter the time fraction if the position is Part-time

Enter the funding code for the Position

Select yes or no

Entering the Employment type.

POSITION DETAILS

Portfolio/Division:*

School/Directorate/ Centre/Institute:

Department:

Employment type:*

Classification:

Campus:*

Employment period from - to:

Time fraction:

Position Account Code:

Select the appropriate "Employment type" for the TAP/Secondment.

REASON FOR FIXED-TERM APPOINTMENT

For General/Academic Staff:

Select

For TAFE teaching staff:

Select

Select the reason the appointment is fixed-term, this is a requirement for all TAPS/Secondments

BUSINESS CASE

Describe how the position meets the current and future requirements of the School/Section/Directorate and the strategic priorities of the University:

Describe how current work practices/processes have been reviewed to ensure that the position is required:

Have foreseeable changes which may impact the position been taken into account (e.g. planned structural changes retirements etc)?:

Identify any problems associated with not establishing or replacing the position:

Provide details of the financial and non-financial benefits the position will have for the University:

Provide a forecast of expenditure for this year and next year (i.e. salary/on-costs/non-salary/salary increases and other relevant expenditure):

Describe the space requirements for the position (e.g. can be accommodated within existing space with/without changes; or requires new allocation or extensive modification):

Complete the information in the Business Case questions.

Complete these questions for TAPS/Secondments only

List the pool of applicants:

Provide a written account which demonstrates how the knowledge skills and abilities of the preferred person match those needed to fulfil the requirements of the position and how they exceed others in the pool:

Complete this detailing the other applicants that were considered in this process.

Complete this in detail.

You will not need to add the "Recruitment Account Code" below as there will be no Advertising costs.

ADVERTISING DETAILS

Recruitment Account Code:

Recruitment process: *



TAP/Secondment Process
 Select
 General
 TAP/Secondment Process

Select TAP/Secondment as the Recruitment process.

The requestor field will pre-populate your name.

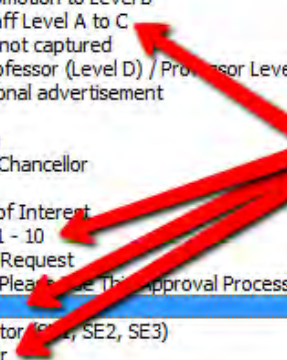
Now select the relevant approval process for the type of appointment you wish to make.

Please note: *Appointments of New positions not funded by identifiable external funding will require Recruitment Committee Approval.*

Requestor:* Andrew Smith  
Full name: Andrew Smith

Approval process:*
 None
 Academic Promotion to Level B
 Academic Staff Level A to C
 Any position not captured
 Associate Professor (Level D) / Professor Level E
 Casual/Sessional advertisement
 Dean
 Deputy Dean
 Deputy Vice-Chancellor
 Director
 Expressions of Interest
 HEW Levels 1 - 10
 Paper Based Request
 Save Draft - Please Use This Approval Process to Save a Draft
Secondment
 Senior Educator (SE1, SE2, SE3)
 TAFE Teacher
 Vice-Chancellor
 Vice-President

Select the relevant approval process.









Please note:


For TAPS, select the relevant approval process based on the position classification type and level, e.g. Academic Staff Level A to C.

For Secondments, select “Secondment.” The reason for this is that they require the approval of the current Dean or Director from the area in which the employee is being seconded from in addition to the Delegate Officer and Finance approvals.

Approval process:* Secondment

1. Dean/Director of Seconded employee:  
No user selected.
2. Dean of School/Director of Section of new position:
No user selected.
3. Deputy Vice-Chancellor:  
No user selected.
4. Recruitment Committee:  
Finance Recruitment Approvals

Complete the fields by clicking the binoculars to search for the name of the relevant approver.



Click next page.

Step 5. Now you should be on the notes tab. Please add any notes that you need to.

Please fill in all mandatory fields marked with an asterisk (*).

Position info | **Notes** | Sourcing | Documents

Add:

Click select and "Add Note"

Next page ►

Save Save & exit Cancel Spell check

Add note

Note:*

Enter here your note.

Upload file: Browse...

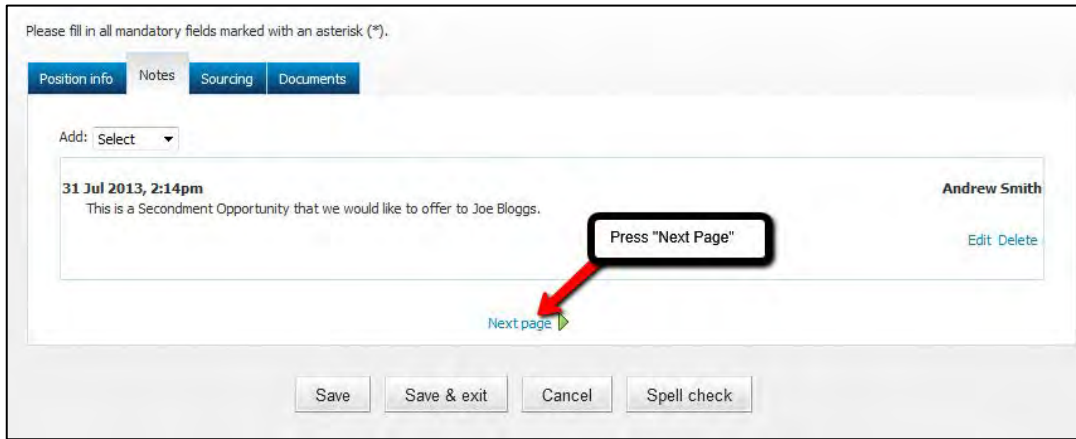
E-mail this note to:

User:

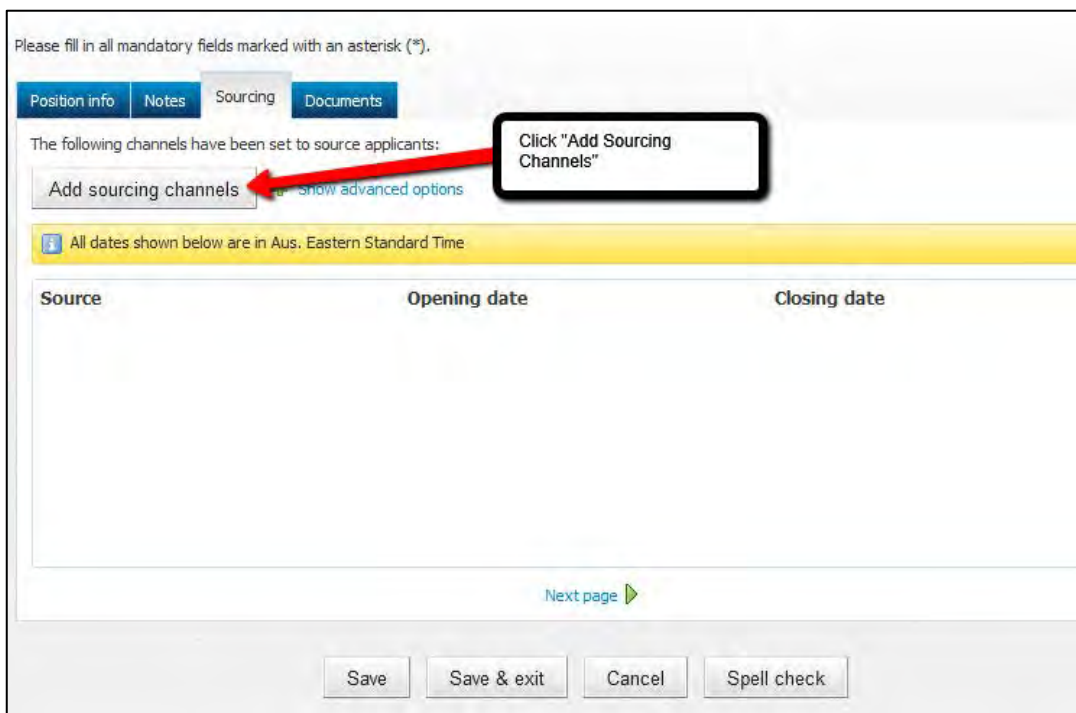
Other e-mail:

Now click save to close the screen.

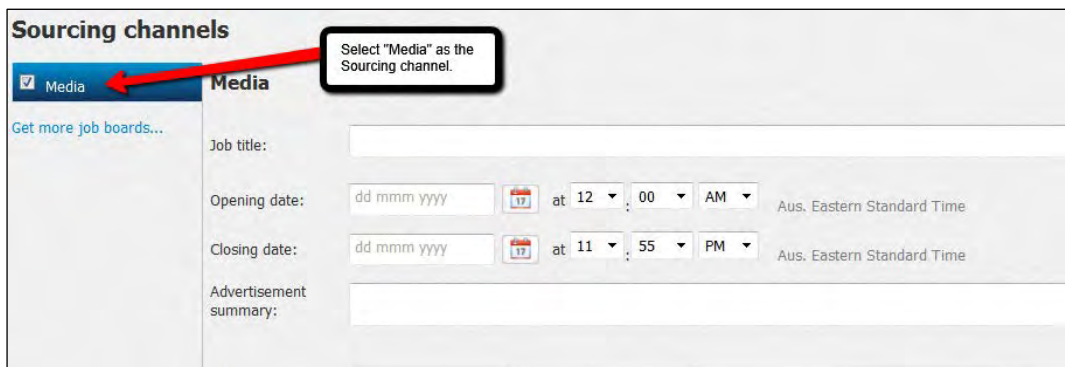
Save Cancel Spell check



Step 6. Complete the “Sourcing Tab”.



The below screen should now appear.



Scroll down.

Application form:* Select Preview

Media:

- Internal Website Only
- Ararat Advertiser
- Ballarat Courier
- Geelong Advertiser
- Koori Mail
- Melton/Bacchus Marsh Telegraph
- Stawell Time News
- Wimmera Mail Times
- ATEM Website
- TAP/Secondment
- Other:

- The Age
- The Australian
- Bendigo Advertiser
- Illawarra Mercury
- Mccarthur Advertiser
- Seek
- Sydney Morning Herald
- The Weekly Times
- Internet - Other

Select the relevant Application form.

Select TAP/secondment as the Media source.

Now Save

Save Cancel Spell check

The below screen should then appear.

Please fill in all mandatory fields marked with an asterisk (*).

Position info Notes Sourcing Documents

The following channels have been set to source applicants:

Add sourcing channels [Show advanced options](#)

All dates shown below are in Aus. Eastern Standard Time

Source	Opening date	Closing date	Actions
Media	--	--	Actions

Media should now appear like this in blue.

[Next page](#)

Step 7. Click the Document tab:

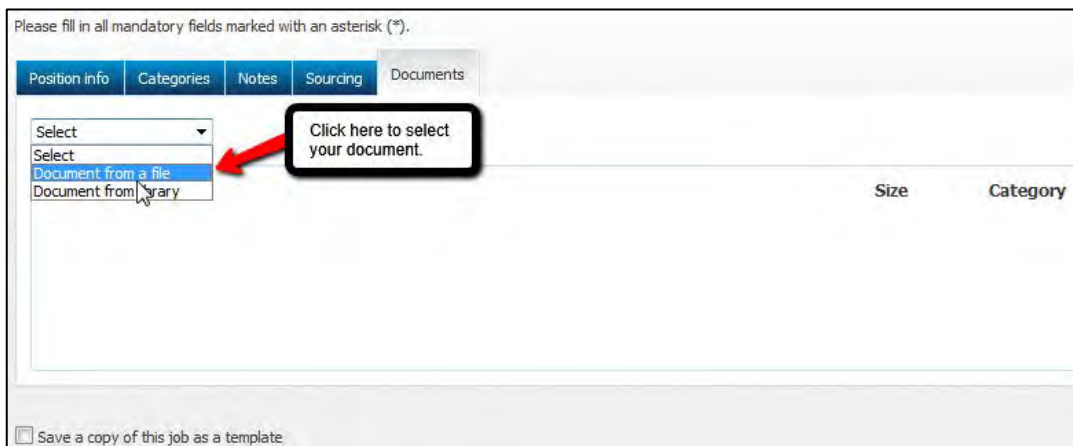
Please attach the following documentation to the request:

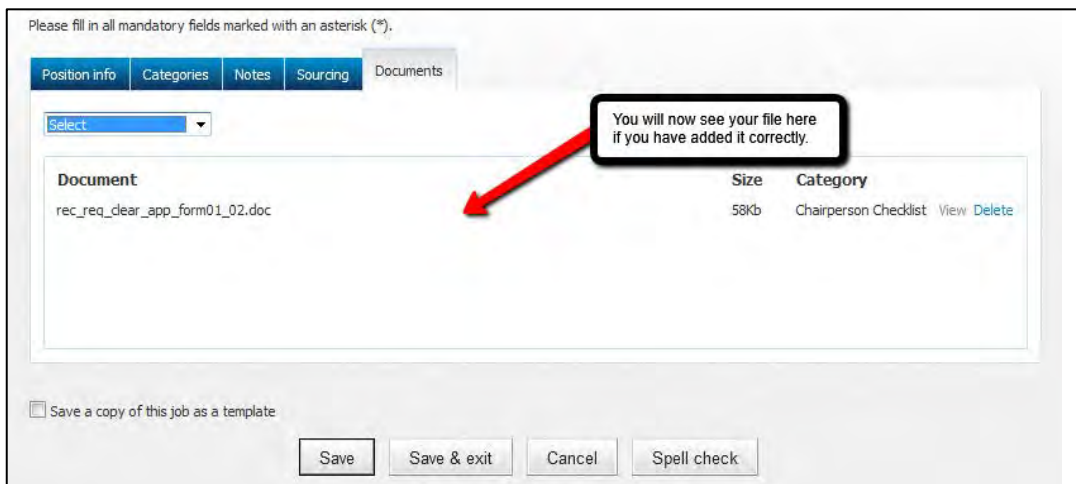
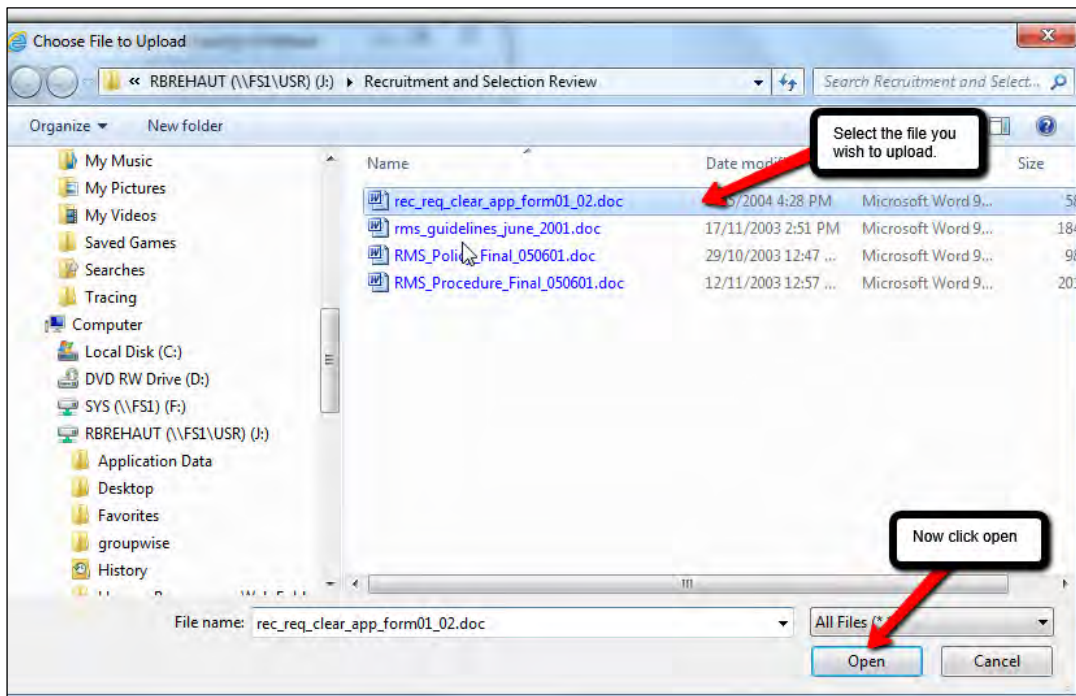
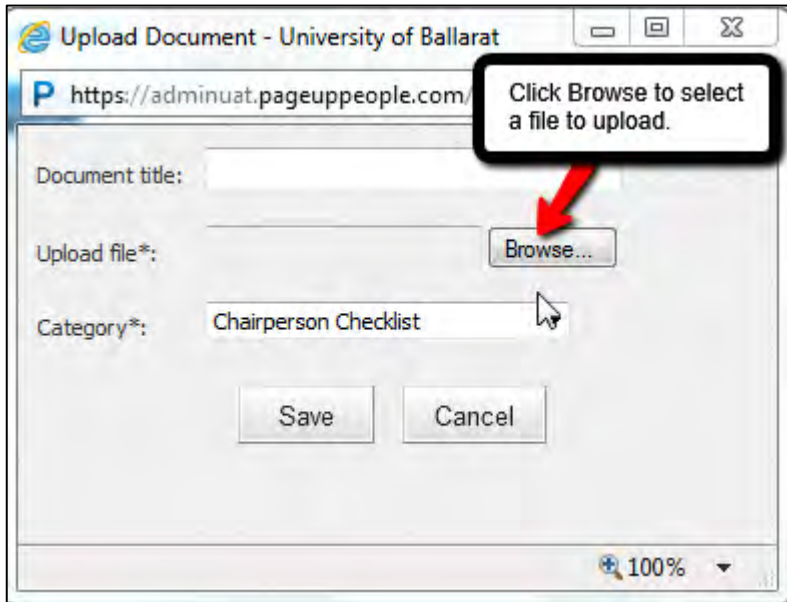
For TAPs:

- a. a copy of the applicant's resume;
- b. signed 'as sighted' copies of qualifications, trade certificates, licenses, Working with Children Card etc. as applicable to the position;
- c. the 2 referee checks;
- d. the position description; and
- e. signed 'as sighted' copy of Proof of Right to Work.

For Secondments:

- a. a copy of the applicant's resume;
- b. signed 'as sighted' copies of qualifications, trade certificates, licenses, Working with Children Card etc. as applicable to the position; and
- c. the position description (classified by Human Resources).





Review the request to check that you have filled in all the fields that are relevant and then press save.

The position will now go through the approval process. Once the position and the appointment have been approved Human Resources will write the letter and send it to the successful applicant.

Note to Human Resources at this stage please apply the applicant to the position.

Checklist

Creating Temporary Appointment/Secondment online

Please note: Due to limitations in the PageUp system in regard to the modules that we have, some elements of the process need to be handled outside the PageUp system.

Any suggestions on improvements are welcome (hr@federation.edu.au).

	Completed
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<p>Step 6: Send the preferred applicant the template email (please do not reword the text), asking them to apply for the Temporary Appointment/Secondment position on the web.</p>	
<p>Step 7: Contact the relevant Human Resources Officer/Advisor and ask them to forward you the application of your preferred candidate.</p>	
<p>Step 8: Conduct two referee checks on the preferred candidate.</p>	
<p>Step 9: Commence your online requisition.</p>	

A process manual detailing how to complete “Online Temporary Appointments (TAPS)/ Secondments” is available at <http://federation.edu.au/staff/working-at-feduni/human-resources/recruitment-and-selection>.