Online Temporary Appointments/Secondments

Process Manual

Prepared by:
Richelle Brehaut
Human Resources

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Contents

1. Introduction ........................................................................................................... 3

2. Definition of Temporary and Secondment Appointments... 3

3. Creating a Temporary Appointment/Secondment ............ 3

   Applicant Template email .................................................................................. 4

4. Completing the job card in PageUp ................................................. 5

Checklist................................................................................................................. 17
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/.

![Login screen](image1)

Enter your details here.

Step 2. Select “New Job”.

![Main menu](image2)

Select “New Job”.
Step 3. Now select a job template.

![Select a job template](image-url)

Select "Portfolio/Division" and "School/Directorate/Centre/Institute".

Step 4. Complete the “Position Info” Tab of the Job Card.

![Job card](image-url)

- Enter your “Job title”
- Please leave this blank.
- Please leave this blank.
- Please leave this blank too, it will default to your primary team.
- 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.
- Enter current/previous incumbent name.
- This field automatically populates.
Entering the Employment type.

Select the appropriate "Employment type" for the TAP/Secondment.
REASON FOR FIXED-TERM APPOINTMENT

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

BUSINESS CASE

Complete the information in the Business Case questions.

- Describe how the position meets the current and future requirements of the School/Section/Unit 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, restructures 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/expenditure 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 adaptive modification).
You will not need to add the “Recruitment Account Code” below as there will be no Advertising costs.

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.
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.

Click next page.
Step 5. Now you should be on the notes tab. Please add any notes that you need to.
Step 6. Complete the “Sourcing Tab”.

The below screen should now appear.

Scroll down.
The below screen should then appear.
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).
Click Browse to select a file to upload.

Select the file you wish to upload.

Now click open.

You will now see your file here if you have added it correctly.
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.*
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).

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| 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 a little 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/Director from where the staff member is being seconded from. |
| 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. |
| 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: | Commence your online requisition. |