# UTS iRecruit Checklist

## INITIATE APPOINTMENT PROCESS: CREATE A VACANCY REQUEST

### Pre-requisites

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
</tr>
</tbody>
</table>

Before *Creating a Vacancy Request* you have consulted with your manager/hiring manager/approving manager to minimise the likelihood of delays at the approval stages.

### When Creating the Vacancy Request check you have...

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
</tr>
</tbody>
</table>

**Step 1: Enter Primary Details screen**

- noted the Vacancy *Reference Number* for use later in the process (eg IRC17299)
- completed all mandatory fields marked with an asterisk (*)
- entered a ‘best guess’ in the *Grade* field for a role where you are unsure of the position number or where it is a new position
  
  *Note: This will be corrected automatically once the position number is entered at a later date*
- left the *Position* blank if you are unsure of the position number or it is a new position
  
  *Note: If you leave this field blank HRU will contact you to discuss identifying or creating a position in NEO*
- increased the *Number of Openings* from 1 if you plan to make multiple appointments for the same position against the same position number
- considered identifying this role as an Equity position
- entered a *Total Remuneration Package* figure if you are considering offering special Remuneration to the successful candidate. This information should include base salary, superannuation and any allowances.

**Step 2: Enter Selection Panel screen**

- added yourself to the Selection Panel and assigned yourself Update security setting
- added any staff assisting you with the appointment/recruitment administration (eg an EA) onto the *Selection Panel* and assigned the individual Update security setting (this allows any individual added to access and update the Vacancy and applications)
- entered in all other Selection Panel members on the *Selection Panel* screen for roles you are recruiting. These individuals should be assigned View Only security access.
  
  *Note: If you realise you have forgotten to add a staff member or selection panel member onto the Selection Panel prior to submitting the Vacancy, once the Vacancy has been approved you can update the Vacancy to add or delete names*

**Step 3: Job Information screen**

- entered Position Key Accountabilities for Fixed Term roles less than 12 months or Casual Support roles (mandatory for these types of roles). This is for internal use only and is used to assist Approving managers understand the scope of the role
- entered the correct Costing codes

**Step 4: Review screen**

- attached a Position Description/Duty Statement for all Continuing and Fixed Term roles greater than 12 months (mandatory)
- reviewed all entered information before submitting the vacancy for approval
# ATTACHING CANDIDATES TO A VACANCY

(Only relevant for Contract Renewals or Appointments by Invitation, including Casual Support appointments)

## Pre-requisites

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
</table>

You have contacted the candidate to check the candidate has activated or registered an account in **NEO:iRecruit**. If the candidate has not completed this step he/she will need to activate or register in **NEO:iRecruit** so you can attach him/her to the Vacancy.

### Internal Candidates:

Existing UTS staff members activate their NEO→Employee Self Service→My Recruitment→My Applications→My Account

Once logged into **NEO:iRecruit** the internal candidate should complete the details requested on My Account and accept the **UTS Privacy Statement**.

### External Candidates:

Candidates who are not currently employed by UTS need to register through **Jobs at UTS** using the following link: https://recruitment.uts.edu.au

## When attaching a candidate check you have...

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
</table>

- selected the correct reference number/Vacancy
- selected the correct candidate, especially for more common names
- contacted the Recruitment Team if you are unable to find the candidate to attach him/her to the Vacancy

## CREATE AN OFFER REQUEST

### Pre-requisites

| Completed |

You have:

- identified a preferred candidate who has either applied for the role or has been attached to the Vacancy
- prequalified interest of preferred candidate including remuneration expectations and confirmed right to work in Australia.

**IMPORTANT:** When conducting this prequalifying conversation with the candidates you must not indicate you will be offering the role or commit UTS to any remuneration/terms of employment, especially those that are outside the control of UTS (e.g., the issuing and timing of visas or permanent residence). A formal offer of employment can be made after you have received the approval to proceed via an iRecruit notification.

- communicated any proposed changes to the approved Vacancy to the Approving Manager(s) and HR. For example:
  - changes to approved remuneration
  - changing role part time role to full time
  - increasing the term of a Fixed Term contract.

Once these changes have been verbally approved contact the Recruitment Team who will update the Vacancy on your behalf.

- contacted HR if the preferred candidate needs to be sponsored or relocated
When Creating an Offer Request check you have...

**Completed**

<table>
<thead>
<tr>
<th>Step 1: Basic Details screen</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• entered the following mandatory information correctly to enable the system to generate an accurate e-offer:</td>
<td></td>
</tr>
</tbody>
</table>
| ✓ **Proposed start date** | Cannot predate the date of this Offer Request  
*Note: Start date cannot be retrospective* | |
| ✓ **Proposed end date** | Fixed Term – should reflect length of contract  
Casuals - 12 months max  
(Not relevant for Continuing roles) | |
| ✓ **Work hours** | For Casual Support roles enter 0, for all other roles enter the maximum hours expected | |
| ✓ **FTE** | For example, 1 for full time, 0.8 for four days/wk, 0.6 for three days/wk | |
| ✓ **Right to Work type** | See drop down menu | |
| ✓ **Probation period** | Ensure in line with Collective Agreement | |
| ✓ **Grade Step** | Graded roles only | |
| ✓ **Costing Account & Activity Codes** | Flow through to Payroll | |
| ✓ **Work days for part time staff** | Rotation plan eg Mon, Tue, Fri | |
| ✓ **Assignment Type** | Tip: usually Standard Assignment | |
| ✓ **Proposed salary for SSS & SSG roles** | Gross salary excluding super | |

**Step 2: iRecruitment Compensation screen**

• spoken to HR about any special remuneration requirements that sit outside the remuneration arrangements approved when you submitted your Vacancy Request

• entered any alternative super arrangements

• entered any Special Allowance information, eg Market Loading

**Step 3: Review screen**

• Attached two transcripts of verbal reference checks attached (mandatory for roles Continuing or greater than 12 months)

• attached a business case for Continuing and Fixed Term roles greater than 12 months to be Appointed by Invitation or requiring Special Remuneration (mandatory)