

## Recommendation to Appoint (Direct Appointment)

Once you have Vacancy Management Review Group approval to fill your position and you are choosing to make a direct appointment, please complete the relevant sections of this form and return to your People and Culture Advisor.

You can refer to the following to assist you in completing the form:

- [Enterprise agreement](#)
- [Workday User Guides](#)
- [Fixed Term Category Guide](#)
- [Employment Screening Information](#)
- [Relocation information](#)
- [Recruitment Policy](#)
- [Recruitment Procedures](#)
- [Reference Check Template](#)

### Checklist of attachments to be forwarded with this form

- curriculum vitae
- statement addressing the selection criteria
- referee reports for recommended candidate (ideally one from current supervisor)  
*Internal candidate – 1 reference required*  
*External candidate – 2 references required*
- If applicable – approval from VMRG regarding the payment of any allowance/loading
- If candidate has existing continuing appointment, attach written confirmation (e.g., email) from current supervisor of right of return to substantive position.
- Position Description
- Copy of grant approval (where appointee named in grant)
- Work rights (Australian Citizens: Australian Passport or Birth Certificate or Australian Citizenship Certificate and Photo ID, e.g. Driver's Licence or Proof of Age Card . Non-Australian Citizens: Passport and evidence of visa details, e.g. documentation re grant of visa issued by Department of Immigration and Border Protection)
- Covid Vaccination Certificate
- National Police Clearance
- WWCC (if position is prescribed – see employment screening page)

**\*Please note failure to provide any of the above required information will result in delays in issuing an employment contract**

## Vacancy Details and Appointment Details

<b>VMRG Number</b> <i>(from service one e.g CS0138259)</i>																													
<b>Name of Candidate</b>																													
<b>Preferred start date</b>																													
<b>End date</b>																													
<b>If tied funding position</b> please provide the cost code(s) and split (if relevant) if this was not originally provided on the VMRG request. Failure to provide will delay hiring of the candidate.																													
<b>Employment Fraction</b>																													
If part-time, indicate (in hours) the fortnightly work pattern:	<b>1 day = 7:21 (7 hours and 21 minutes); 1/2 day = 3:40 (3 hours and 40 minutes) etc.</b>  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>Monday</td><td>Tuesday</td><td>Wednesday</td><td>Thursday</td><td>Friday</td><td>Saturday</td><td>Sunday</td></tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td>Monday</td><td>Tuesday</td><td>Wednesday</td><td>Thursday</td><td>Friday</td><td>Saturday</td><td>Sunday</td></tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday								Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday							
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<b>Position Title</b>																													
<b>College/Portfolio</b>																													
<b>Supervisor</b>																													
<b>Classification</b>																													
<b>Recommended salary step</b> <b>Normally step 1</b> - <i>if recommendation is greater than step 1, provide justification</i>																													
<b>Allowance(s) or salary loading(s)</b> <b>e.g., clinical loading</b> – <i>If an allowance please reference VMRG approval number (from service one)</i>																													
<b>Probation Period</b> <b>P&amp;C will apply the relevant probation period as per the EA.</b> <i>If you are seeking for the probation period to be exempt, please provide justification</i>																													
<b>Any special conditions applying to appointment to be included in offer letter</b>  <i>Fulfilment of these conditions is required before/on commencement of employment with the University, e.g. specific grant conditions, medical requirements etc.</i>																													
<b>Will this position have supervisory responsibilities</b>	<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>																												

<p><b>Please provide details of any affiliations – <i>portfolio, college, teaching or research section.</i></b>  <i>If this detail is not provided it will be the responsibility of the college or portfolio to update in workday</i></p>	<p><b>College Affiliation</b></p> <p><b>Portfolio Affiliation (professional)</b></p> <p><b>Teaching Section (Academic)</b></p> <p><b>Research Section (Academic)</b></p>
<p><b>Does staff member have right to return to substantive or relinquish?</b>  <i>Attach email correspondence with current supervisor to confirm. If you fail to attach agreement from the substantive manager, it will not be included in the contract</i></p>	<p>Yes No</p>
<p><b>Is nomination by the University for Australian Residency required?</b></p>	<p>Yes No</p> <p><i>Nominations for Australian residency are subject to approval by DIBP and may delay commencement of the appointment. Please contact your local P&amp;C Advisor to discuss further.</i></p>
<p><b>Is relocation funding required?</b>  <i>(Lecturer Level B to Professor Level E and HEO8 and above positions eligible only)</i></p> <p><i>Un-tied funds have the discretion to provide relocation to their staff if the grant has sufficient funds and the grant holder wishes to provide.</i></p>	<p>Yes No</p> <p>If tied funds indicate amount to be provided \$ _____</p>

## Selection Process

<b>Names of persons participating in the selection decision (minimum of at least 2 panel members)</b>	
<b>Has the nominator attended the University's <a href="#">Recruiting Staff Essentials</a> Course</b>	Yes No
<b>Is there potential for an actual or perceived conflict of interest? If yes, explain nature of conflict of interest</b> <i>Refer Conflict of Interest Policy <a href="#">here</a></i>	Yes No

## Authorisation

**I certify that:**

- the identification/selection of the recommended candidate has been based on merit and is free of patronage in accordance with the University's [Recruitment Policy](#) provisions;
- where relevant, the *Enterprise Agreement* provisions for fixed-term appointments have been observed;

- there is no conflict of interest (real or perceived) in the selection of the recommended candidate;
- Accommodation/Equipment for this vacancy meets WHS standards
- in my assessment of the candidate against the requirements of the Position Description I am satisfied that based on her/his qualifications and relevant experience s/he has the capacity to fulfil the key responsibilities of the position

*Digital Signature\*,*

*Chairperson/Nominator*

*Print Name*

*Date*

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