

Recruitment Team Services and Service Timelines

Position	Recruitment Services Offered
Recruitment Advisor	• Contact hiring manager on approval of VMRG to plan recruitment strategy/take job brief. • Partner with college/portfolio/P&C BP on recruitment strategies once VMRG is approved or sooner at request of area. • Provide advice and guidance in recruitment activities. • Provide assistance with the following as requested by the hiring manager/area as part of job brief/VMRG request: ➢ Proactive sourcing on LinkedIn/Seek etc. ➢ Reach out and collaborate with external recruitment agency if identified recruitment approach for an approved position. ➢ Develop candidate brochure (senior positions) or landing page in collaboration with OCME (where multiple connected position) ➢ Assist with formation of interview questions. ➢ Shortlisting assistance – provide a “longlist”, phone screens, review and summarise of applications etc based on requirements provided. ➢ P&C Representative on Panels (as a voting member not a note taker) ➢ Reference Checks (via Fit2work online or verbal). ➢ Verbal Offer/manage negotiation as requested. • Visa / Relocation support and advice to managers and candidate • Provide recruitment reports/data as requested by college/portfolio. • Build and maintain candidate pools relevant to college/portfolio requirements. • Support candidates through contract issue/acceptance. • Maintain status of position on Service One and regular updates as agreed with hiring manager/hiring area. • Assist with Casual Recruitment campaigns as required
Recruitment Officer	• Job Requisition creation – competitive and direct • Conversations with the Hiring Manager RE advert requirements • Prepare and post advertising and any associated links/materials. • Maintain status of position on Service One and regular updates as agreed with hiring manager/hiring area. • Progress candidate through recruitment process as requested by hiring manager – Workday related steps. • General enquiry/calls/emails. • Initiate required employment checks – WWCC/Fit2work – competitive and direct. • Provide applications to hiring manager and any other panel members as advised. • Close the advert. • P&C rep on panels as required and appropriate (voting member – not note taking support) • Provide guidance and support on recruitment related documentation. • Reference Checks (via Fit2work online or verbal) as requested. • Generation of employment agreement and hiring into workday

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Task	Timelines*	Comments
Contact following Approved VMRG for Competitive Request	A member of the Recruitment team will contact the hiring manager either by phone or email no later than 24 hours from receipt of the approved VMRG to obtain an appropriate job brief to commence advertising.	Please note, during peak periods this may extend out to 48 hours.
Contact following Approved VMRG for Direct Request	A member of the Recruitment team will contact the hiring manager either by email or phone no later than 24 hours from receipt of the approved VMRG to obtain appropriate information to begin to generate the employment offer.	Please note, during peak periods this may extend out to 48 hours.
Generation and issue of Employment Agreement from <u>Competitive</u> Process for fixed-term and continuing staff	3 business days upon receiving Recommendation to Appoint The start date should be 10 business days from the RTA being received. This allows 3 days to generate the EA, up to 5 days for the EA to be accepted by the candidate and 2 days to ensure the candidate is onboarded accordingly onto Workday and their FAN is generated.	Please note, the candidate must go into Workday and accept their Employment Agreement. There is sometimes a delay in this occurring which then results in the start date being pushed out. If you wish to offer an earlier start date, please liaise with the Recruitment Team in the first instance.
Generation and issue of Employment Agreement from <u>Direct</u> Process for fixed-term and continuing staff	No more than 3 business days upon receiving confirmation from manager of start date. The start date should be 10 business days from the confirmation of start date. This allows 3 days to generate the EA, up to 5 days for the EA to be accepted by the candidate and 2 days to ensure the candidate is onboarded accordingly onto Workday and their FAN is generated.	Please note, the candidate must go into Workday and accept their Employment Agreement. There is sometimes a delay in this occurring which then results in the start date being pushed out. If you wish to offer an earlier start date, please liaise with the Recruitment Team in the first instance.
Initiating of Employment Clearances	A member of the Recruitment team will initiate any clearance requirements either through Fit2Work or Department of	

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	Human Services (WWCC) with the candidate within 3 days Business Days of receiving Recommendation to Appoint aligned to the issuing of the contract	
Hire into Workday	Upon receipt of a signed employment agreement and all relevant clearance documentation a candidate will be hired into workday within no more than 2 Business days .	In instances where an employee is not commencing for a number of months the 2 days may be extended to no more than 7 days. Please note, whilst Recruitment may have hired a candidate into Workday the candidate cannot activate their FAN prior to 5 days before their start date aligned to IDS security policy.
Place an advert	No more than 2 Business Days or as agreed with the hiring manager.	This is dependent on all information being available.
Complete a verbal/online reference check	No more than 2 Business Days , from date hiring manager requests	Please note, that delays due to accessing referees may occur. However, every attempt will be made to obtain within a timely manner.
Complete a phone screening request	No more than 2 Business Days , from date hiring manager requests	Please note, delays may occur due to ability to contact candidates.
Complete a shortlisting request	No more than 2 Business Days , from date hiring manager requests	This is reliant on the hiring manager providing clear requirements in regard to how applicants should be shortlisted.
Provide bundle of applicants once advertising has closed	No more than 1 Business Day , from the advertising closing	

*Please note all service timelines may be extended during peak periods, however the recruitment team will communicate any expected delays to you.