

STAFF RECRUITMENT REQUEST



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Note: Please ensure all fields are completed and approval is obtained prior to submitting this form to your HR Business Partner. (A signed Letter of Offer and associated employment documents must be received in HRS before the employment commencement date.)

1. POSITION DETAILS

Position Title	Division / Faculty	Organisational Unit / School
Supervisor	PRD Supervisor	Location
Classification	Academic Level/HEW	Clinical or other loading
Terms of Employment	Category of fixed-term employment	Length of contract (If fixed term)
Mode of Employment	Hours per fortnight or FTE fraction	Can the position be filled on a job-share basis? Yes No
Annual Leave Restrictions (if applicable)		

Will the appointee be required to supervise other staff? Yes No	The number of Staff
Do shift penalties apply for continuous shift work? Yes No	5 weeks annual leave applicable? Yes No (Continuous shift work only)
Is this position an entrusted position? Yes No	
Working with Children check required? Yes No	
Are women particularly encouraged to apply as they are under-represented in the Unit? Yes No	
Would you consider targeting this position under the Indigenous Employment Strategy? Yes No Additional information on identified and targeted positions is available via this link . (If yes, please contact the Indigenous Employment Coordinator , extension 54931.)	

2. POSITION PROFILE DETAILS

Is position in profile? In Out Reason position is out of profile

Salary Cost Collector	Position Code	Vacancy reason
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Details

3. SELECTION COMMITTEE DETAILS

For advice on selection committee composition, please seek advice from your Recruitment Specialist or review the [Staff Selection Committee Guidelines](#).

Checklist for Chair of Selection Committee

- Gender balance of panel is 33.3% Committee Members have agreed to be included on panel
 Chair has completed [Selection Committee Training](#). It is mandatory for all Chairs to complete this training.

Selection Committee Members

Chair	Position Title	Ext. No
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Committee Members	Position Title	Ext. No
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- 1.
- 2.

3.

4.

5.

6.

External (to UON) Committee Members

Position Title

Contact Details

1.

2.

3.

4. CONTACT DETAILS FOR ADVERTISEMENT

Name

Position

Phone Number

5. APPROVAL FOR EXPENDITURE

Please obtain email approval as per [Delegation of Authority](#)

Pro Vice-Chancellor / HOS / Head of Division / Director / Grant Holder
Name

Date

Signature

6. RECRUITMENT REQUEST APPROVED

Vice-Chancellor / Deputy Vice-Chancellor / Chief Operating Officer
Name

Date

Signature

7. NEXT STEPS

You must attach the following documents prior to emailing this form to your **Human Resources Business Partner**.

- An updated [Position Description](#) in word format (Academic and Professional staff templates are found under 'Working here/Managing and Recruiting Staff/Recruitment' Resources list)
- [Health and Hazard Assessment Questionnaire](#), Parts A + B must be completed

8. ADVERTISING

Once your recruitment request is approved, your Recruitment Specialist will be in contact with you to discuss your requirements.