

** note:- refer to the HR web page (<http://www.hrd.qut.edu.au/toolkit/hrforms/>) for the Request to Advertise form, Shortlist form, Appointment forms and other additional information.*

ADVERTISING STAGE

- Need for the position has been identified through workforce planning if appropriate.
- Funding is secure for this position.
- Position details have been confirmed (such as classification, duration and reporting requirements).
- I have completed a job evaluation booklet or detailed position description and submitted this to HR as the position has substantially changed, or I am satisfied that the job documentation (duty statement and selection criteria) are up to date and the job level remains unchanged.
- I have completed the position number for this position on the Request to Advertise or can find this information via workforce planning documents or by contacting my HR Advisor.
- Flexible working arrangements (eg part-time, fractional, or jobshare) have been considered.
- The nominated chairperson of the selection panel has completed Recruitment and Selection training at QUT.
- Modes of selection have been chosen by the selection panel.
- If a selection test has been chosen, the HR Advisor has been contacted to check the validity of the test.
- The selection panel is gender-balanced in accordance with QUT Equity guidelines. If not, approval has been sought from the Equity Co-ordinator.
- Other selection panel considerations have been satisfied, ie members external to organisational area where required. (See MOPP B/4.3 Selection Panels).
- If position is classified at HEW7 or below, internal-only advertisement has been considered as an alternative to external advertisement. If position is classified at HEW8 and above, and the position is being advertised internal-only, the Authorising Officer has signed the Request to Advertise.
- Local advertising options have been considered before advertising on a national or international level where appropriate.
- Advertisement dates and closing dates have been checked against HR's Advertising Schedule (refer <http://www.hrd.qut.edu.au/recruitment/forrecruiters/tools/cutoffs/>).
- Alternative advertising avenues have been considered, such as internet sites for professional associations and journals. For further information, contact your HR Advisor.
- The advertisement does not exceed 50 words and is in accordance with QUT Staff Advertising Guidelines. (refer <http://www.hrd.qut.edu.au/recruitment/forrecruiters/tools/format.jsp>).
- The duty statement includes all specific information for the position, eg travel, out-of-hours working arrangements, flexible working arrangements, health & safety considerations.
- The three selection methods chosen have been noted on the Request to Advertise form.
- Consider whether candidates are required to address selection criteria in their application for this position and the Request to Advertise form has been completed accordingly.
- I have provided on the Request to Advertise form an account code for any advertising expenditure.
- A Request to Advertise form (<http://www.hrd.qut.edu.au/toolkit/hrforms/docs/requesttoadvertise.pdf>) has been completed and forwarded to HR with all necessary documentation (duty statement, selection criteria and advertisement), including an electronic copy of the position description.
- All selection panel members have agreed to sit on the selection panel.
- Weighting of selection criteria if appropriate should be done at this stage (refer to your HR Advisor if you are unsure).

SHORTLISTING STAGE

- The shortlisting meeting times have been scheduled with the selection panel within a reasonable period after the applications' closing date (eg two weeks) or alternatively a shortlist will be made by the selection panel chair.
- Shortlisting has been conducted in accordance with the selection criteria for the position.
- All shortlisted candidates meet the essential criteria for the position.
- The "Shortlist of Applicants" form has been completed and sent to HR (www.hrd.qut.edu.au/toolkit/hrforms/docs/shortlist.pdf).
- Candidates have been given enough notice of interview date/time (suggested minimum 2 days notice), provided with enough information (eg campus maps, directions, parking) and advised of any tests they are to undertake or further information they are to provide. Special needs have been catered for (eg disabled parking/access).
- Three referee contact details have been provided for all shortlisted candidates where referee reports will be required.

SELECTION STAGE

- Interview questions have been written in line with the selection criteria for the position.
- The selection panel has agreed on a common form of note-taking and rating procedures.
- Appropriate time has been allowed between and after interviews for discussion and possible overlap.
- The selection decision is agreed by all or a majority of members of the selection panel.

APPOINTMENT STAGE

- The recommended candidate has met all essential criteria and achieved the highest rankings out of all the shortlisted candidates and scores have been added up correctly.
- The appointment form has been completed correctly, including all ratings/rankings of shortlisted candidates and options considered in the event that the successful candidate does not accept.
- If the successful applicant is to be appointed part-time, rostered hours per week have been completed.
- The recommended candidate's application has been attached to the appointment form (www.hrd.qut.edu.au/toolkit/hrforms) along with other relevant paperwork such as referee reports and selection test results (if appropriate).
- The recommended candidate has been notified by telephone that they are the "recommended" appointee **subject to further approvals**.
- The unsuccessful shortlisted candidates have been notified by telephone that they have not been the recommended candidate at this stage.
- Salary account codes have been completed and approved.
- The appointment form has been completed and signed for approval within an optimal time frame for appointee notification.
- The unsuccessful candidates' applications have been forwarded to HR for unsuccessful letters to be sent confirming previous advice.