How do I enter reference checks into the recruitment system?

- You will need to add the reference check to the candidate's applicant card. You will also need to add reference check, the date and who completed it, to the offer card.

Why is the date of birth mandatory on the Offer Card?

- The date of birth is required to ensure the correct superannuation is provided to the candidate at the time of offer.

Why has the offer card been declined?

- An Offer Card may be declined if essential information is incorrect or missing. You will receive a reason as to why the offer has been declined. Once the missing information has been entered by the Hiring Coordinator, the offer will need to go through the approval workflow again for auditing reasons.

Is the recruitment system replacing HTGR for raising an offer?

- Yes

Do I use the Recruitment system to process TES renewals?

- The TES process is currently under review but at this stage there is no change for TES and current processes will continue.

How does the candidate view and accept their offer online?

- The candidate will receive an email notifying them that they have an offer pending and will be provided with instructions to log into their Applicant Portal to review and accept their offer.

Can the candidate make changes to the offer documents?

- No

How will I know if the candidate has accepted their offer?

- An email will be automatically sent to the Hiring Manager and Hiring Coordinator when the candidate has accepted their offer online.

Can an applicant access their offer documents after they have accepted an offer?

- Offer documents can be viewed at any point after the offer has been made via the applicant portal.

What happens when an applicant accepts their offer?

- When the candidate accepts their offer they will be directed to complete various mandatory forms and then sent to a University of Adelaide welcome page.

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