



FAQ's: System Overview

How do I get access to the new recruitment system?

- Hiring Co-ordinator - You will need to attend a day's training before you can gain access to the system. All Hiring Co-ordinator access must be approved by the appropriate Executive Manager.
- Hiring Manager or Panel Member – Contact the Hiring Co-ordinator for your area and they will request appropriate access from the Recruitment Team in Human Resources.

How do I log into the recruitment system?

- You are able to log in via links on Unified, the HR Webpage or directly via <https://uoa.pageuppeople.com>
- You can access the system from anywhere with an internet connection and you use your University username and password to log on.

I am a hiring manager and would like to invite other staff to participate on the interview panel and have access to the Recruitment System to review applications. Can I do this?

- You should contact your Hiring Coordinator and advise them of who you will need on your interview panel and they will arrange for their access to be set up.

Why is there a Promotions recruitment workflow?

- This is to administer the Academic Promotions process online. This workflow will only be used by Human Resources.

What if an applicant does not have Australian working rights?

- The system will flag if a candidate is from overseas or may require a visa. You can still move them through the recruitment process as you would with any other candidate. If you have specific queries about whether you can sponsor someone for a visa please contact visa@adelaide.edu.au

Where can I find step by step guides on how to use the recruitment system?

- There are a number of Quick Reference Guides on the various steps within the [Recruitment System](#). These are available on the HR website. If you require additional guidance please contact the Recruitment Team.

I am having a problem with the Recruitment System, who can I contact?

- In the first instance, please contact the HR Service Centre on 831 31111. If they are unable to assist with your enquiry then they will forward your query to the Recruitment Team.

Alternatively, email recruitment@adelaide.edu.au and one of the Recruitment Team will be able to assist you.

Can I use the Recruitment System to process TES renewals?

- The TES process is currently under review and is not affected by the introduction of the Recruitment System.

Is the Recruitment System replacing HTGR?

- Yes it is, although you will still use Hit the Ground Running for TES renewals and Titleholders until further notice.

Will hiring managers be able to see what a Hiring Coordinator can see?

- Hiring Managers will have limited access to the Recruitment System; they will only be able to view a read only version of the job card and they will be allocated applications to review by the Hiring Co-ordinator.

Can I be a Hiring Coordinator and Hiring Manager for the same role?

- Yes this is possible and you can add your name in both fields on the job card. Whilst this is not common, this is usually found in smaller schools or branches, where a School Manager or Office Manager/Director will initiate and administer the recruitment process for roles within that office.
- You might also want to consider nominating an Assistant Hiring Co-ordinator in this situation to ensure that if you are absent from work for a period that someone has access to the job.

Who can have access to the system? Eg titleholders/casuals/external committee members?

- Any University staff member who is involved in a University recruitment process for a fixed term or continuing role can be provided with access to the system. The Hiring Co-ordinator should request access from the [Recruitment Team](#).

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