

Recruitment System – **JOB Approval** Process (Up to HEO10/Level D)

Delegate to Approve or Check	Purpose	Standard Advertised Academic	Standard Advertised Professional	Non Advertised Academic (Used for Direct Appointments)	Non Advertised Professional (Used for Direct Appointments)
School/Branch Finance Check	Confirms the School/Branch has budget available for the role	✓	✓	✓	✓
HR Consulting Check	Checks the content of the Position Description for classification and approval	NA	✓	NA	✓
HR Recruitment Check	Check the advert strategy and content	✓	✓	NA	NA
Head of School/Branch Approval	Overall approval of the role	✓	✓	✓	✓
Divisional/Faculty Finance Manager Approval	Overall approval of budget	✓	✓	✓	✓
HR Recruitment Advertise	Confirm all approvers are correct and have appropriate delegation before advertising the role	✓	✓	NA	NA



Recruitment System – **JOB Approval** Process (Above HEO10/Level D)

Delegate to Approve or Check	Purpose	Standard Advertised Academic	Standard Advertised Professional	Non Advertised Academic (Used for Direct Appointments)	Non Advertised Professional (Used for Direct Appointments)
School/Branch Finance Check	Confirms the School/Branch has budget available for the role	✓	✓	✓	✓
HR Consulting Check	Checks the content of the Position Description for classification and approval	NA	✓	NA	✓
HR Recruitment Check	Checking Committee and Advert/Role Statement	✓	✓	NA	NA
HR Director	Checking PD/Role Statement, Advert, Committee	✓	✓	✓	✓
Head of School/Branch Approval	Overall approval of the role	✓	✓	✓	✓
Divisional/Faculty Finance Manager Approval	Overall approval of budget	✓	✓	✓	✓
Vice Chancellor	Approves Role Statement, Selection Criteria, Advert & Committee	✓	NA	NA	NA
HR Recruitment Advertise	Confirm all approvers are correct and have appropriate delegation before advertising the role	✓	✓	NA	NA



Recruitment System – OFFER Approval Process

Delegate to Approve or Check	Purpose	Standard Advertised Academic / Professional	Salary Loading up to 25%	Senior Appointments/ Exceptions (Salary Loading over 25%)
Hiring Manager Check	Checks Offer Card has been completed correctly by the Hiring Coordinator	✓	✓	✓
Head of School/Branch Approval	Overall approval of the appointment	✓	✓	✓
Divisional/Faculty Finance Manager Approval	Overall approval of the finance	✓	✓	✓
Executive Dean/Executive Manager	Approves salary loading	NA	✓	✓
HR Employee Services Check	Confirms correct approvers and appropriate information for contract generation	NA	NA	✓
HR Director	Checks offer details	NA	NA	✓
Vice Chancellor Approval	Overall approval of the appointment / loading	NA	NA	✓
HR Employee Services Contract Creation	Confirms correct approvers and appropriate information for contract generation	✓	✓	✓

Please note: For every Offer Approval Process there is a duplicated flow for 'Visa Check' if required. The 'Visa Check' Offer Approval Process has an additional step.