

Recruitment system overview

The recruitment system is used to facilitate the end-to-end recruitment process from request-to-advertise to onboarding and induction of the new staff member. It replaces 'Hit the ground running' for all fixed term and continuing appointments as well as title holders.

The key components of the system are as follows:

- Define**
 - Ability to define vacancy requirements in detail and attach supporting documentation.
 - Online workflow approval, enabling paperless approval of vacancies and the ability to track the progress of a task through the entire process.

- Publicise**
 - Ability to automatically post advertisements online, via integration with University of Adelaide intranet and external website, together with a broad range of third-party 'job boards' such as SEEK, UniJobs, etc.
 - Creation of a talent pool, with candidates able to have access to maintain their details within the database. Applicants can also register general expressions of interest and subscribe to job alerts based on their own preferences.

- Receive**
 - Automated data collection via a flexible and user-friendly online application process for prospective employees, which captures all key information at the point of application.
 - Automated communications, with emails to applicants generated at the click of a button, drawing on customisable templates stored within the system.

- Select**
 - Filtering, screening and scoring of applications can be programmed to occur automatically, based on key essential position requirements to assist with short listing.
 - Panel review functionality that allows panel members to review applications and participate in the short listing process online.
 - Interview scheduling tools, which enable applicants to self-select preferred appointment times.

- Offer**
 - Offers of employment are managed via the system, with applicants able to accept online and supply the information required to generate a contract.

- Onboarding**
 - Onboarding processes and the provisioning of essential services can be initiated and managed via the system.