

Workflow Approval

				Initiator / Supervisor submits Recruitment and Appointment Justification eForm	Finance Manager	Branch Head / Head of School	Corporate Head / Executive Dean	Chief Operating Officer	Vice-Chancellor	Talent Acquisition submits PageUp offer card	HR Operations submits Appoint eform	Branch Head / Head of School	Corporate Head / Executive Dean	Chief Operating Officer	Vice-Chancellor
Recruitment															
External Vacancy - PageUp	Academic	Not Discretionary or Strategic	Continuing	•	•	•	•		HC	•		•			
			Fixed-Term	•	•	•				•		•			
		Discretionary / Strategic	All	•	•	•	•		HC	•		•			
Internal Vacancy - Appoint	Professional	All	All	•	•	•	•	HC		•		•			
	Academic	Not Discretionary or Strategic	Continuing	•	•	•	•		HC		•	•			
			Fixed-Term	•	•	•					•	•			
		Discretionary / Strategic	All	•	•	•	•		HC		•	•			
	Professional	All	All	•	•	•	•	HC		•		•			
Recruitment - Level E	Academic - Level E	Not Discretionary or Strategic	Continuing	•	•	•	•		HC			•	•		•
			Fixed-Term	•	•	•						•	•		•
		Discretionary / Strategic	All	•	•	•	•		HC			•	•		•
Offer - Appoint / PageUp															
Remuneration < 25% above award or Loading	All	All	All								•	•	•		
Remuneration > 25% above award or Loading > 25% base salary	Academic	All	All								•	•	•		•
	Professional	All	All								•	•	•	•	
Legend: HR = Hiring Control in place															