

Creating a New Job for Hiring Managers / Nominees

Actions

What you will see

Before you create a new job card review the ANU [Policy](#) and [Procedure: Appointments](#), for further details and requirements of different types of appointments and ensure you have obtained/prepared the following:

- Position number
- An Approved Position description
- The Approved Salary General Ledger Code (GLC)
- List of relevant approvers for the position

Supporting resources

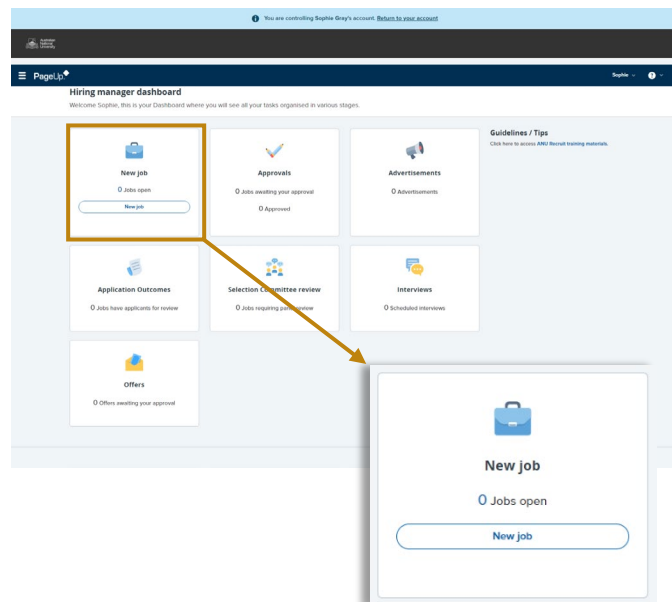
- 1) How to look up a Position Number
- 2) [How to develop or obtain an approved position description](#)
- 3) Position Creation Guidelines
- 4) Guide to Documents for Recruitment

Step 1. Log into [ANU Recruit](#) or navigate to <https://services.anu.edu.au/information-technology/software-systems/anu-recruit>.

Use your ANU UID number and HORUS Password.

Login to ANU Recruit

Step 2. From your Hiring manager dashboard click 'New Job'.



Step 3. Enter the below data fields if required and click 'Next >'

2. Position: Add the position number here.

3. Template: If you are advertising the position for recruitment, select the template for your College or Division. This will pre-populate standardised advertisement text in 'Section 2' of the job card.

The screenshot shows a 'New job' form with three main sections highlighted by orange boxes:

- 1. Team link:** A text input field with a search icon and a refresh icon.
- 2. Position:** A dropdown menu with a search icon and a refresh icon. Below it, a message states 'No position selected' and provides instructions: 'If you do not know this position number - this can be obtained via HORUS (or you can ask a Nominee from your area for assistance)'. A 'Job Card Checklist' is also shown, listing: 'Position Number (if unknown please contact local HR/Recruitment team)', 'Approved position description', and 'List of relevant approvers for the role'. Below the checklist are links for 'User guides and glossary of terms used in the Job Card.' and 'Please select the template for your College or Division from the Online Library below:'.
- 3. Template:** A dropdown menu with a search icon and a refresh icon. The options are: '--No template--', 'ANU', 'ANU College of Arts and Social Sciences', 'ANU College of Asia and the Pacific', and 'ANU College of Business and Economics'.

At the bottom of the form, there are two buttons: 'Next >' and 'Cancel'.

Step 4. Enter Position Info

Detailed descriptions of the required information are in the sections below.

Mandatory fields are marked with an asterisk.*

Request details

Add the name of the person assisting the Hiring Manager in completing the job card.

Nominee: The person preparing the job card. *You will need to inform the nominee a draft job has been created, if this is not you.*

The screenshot shows the 'New job' form with the 'Request Details' section highlighted by a yellow background. The form includes a sidebar with a table of sections:

Section
Position info
Position (section 1)
Advertised appointment (section 2)
Non advertised appointment (section 3)
Variation of existing appointment (section 4)
Validation & approval (section 5)
Notes
Sourcing
Job advertising

The main form area contains the following fields:

- Team link:** A dropdown menu with 'Central HR' selected and a search icon.
- Request Details:** A section header.
- Nominee:** A dropdown menu with 'No user selected.' and a search icon.
- Job No.:** A text input field.
- Date opened:** A date picker set to '4 Nov 2024'.
- Date filled:** A date picker.

Below the 'Job No.' field, there is a note: 'Add the name of the person assisting the Hiring Manager to complete the job card. This person will be able to view the job card in their dashboard for future reference. Leave blank to automatically create a reference No.'

Method of Recruitment*

Select the Recruitment process and complete the relevant remaining sections noted.

Review the allowable circumstance for Appointment without advertisement in the [Procedure](#) points 15-19.

Method of Recruitment

Recruitment process:*

Select

For Appointment with advertisement - please complete Sections 1, 2 and 5.

For Appointment without advertisement (New appointment) - please complete Sections 1, 3 and 5.

For Appointment without advertisement (Variation to Existing Appointment) - please complete Sections 1, 4 and 5.

Section 1

Position Details

If you entered a position number on the previous page some fields will be prepopulated with information.

Enter all required information.

Position Number*

Position Title * This will appear as the title on advertised positions.

Reason for Vacancy* Select the reason from the drop-down list.

Recruitment Justification* To provide up to 500 words for the Recruitment Approval Committee.

Classification Position Level/ Classification. Search 'Level' for academic positions & 'ANU Officer' for professional positions.

SM2+position approved by SM Remuneration Committee* Select from the drop-down list.

Position Description approved by staffing committee* Academic Positions select "N/A", Generic Professional PD's select "Yes". If the answer is "No" you cannot submit the job card for approval. Seek assistance from your HR Support Team.

Location* The Location the employee will be working from. This will inform their public holiday schedule and WHS requirements.

Salary charge code 1* Enter the primary charge code. If you do not know your charge code please contact your local finance team.

Percentage 1* 100% unless salary is being split across multiple charge codes.

Salary Charge Code/Percentage 2-3 If percentage 1 is less than 100% enter

Position (Section 1)

Position Details

Position number:*

No position selected.

Position title:*

College/Division:*

School/Faculty/Centre:

Department/Unit:

Team:

Reason for vacancy:*

Recruitment justification:*

Please provide a detailed justification for this recruitment, this will be reviewed by the Recruitment Approval Committee as part of the job card approval. For support in filling this out, please review the Business Guide or contact your HR recruitment support team.

Previous/Current position holder:*

Stream - Professional staff only:

SM2+position approved by SM Remuneration Committee:*

If No please contact your Local HR or HR Business Partner

Position/Description approved by staffing Committee:*

All new position descriptions require Staffing Committee approval. Both the approval and the endorsed position description need to be attached in the Document tab prior to the delegate approving the recruitment request.

Please note: Only one (1) document may be uploaded in the position description category.

Position Description including Selection Criteria and Pre-Employment Work Environment Report must be uploaded [upload here]

Location:*

Salary charge code 1:*

No salary charge code 1 selected.

Percentage 1:*

Salary charge code 2:

Percentage 2:

Salary charge code 3:

Percentage 3:

Positions*	Position No. *	Type *	Applicant	Application status
1	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="📄"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Cancel"/>

additional charge codes and percentages adding up to 100% total.

Type and Term of Employment

Enter the information about the position type and hours.

Employment Status* Review Types of employment in accordance with the ANU Enterprise Agreement [7. Types of appointment](#)

Job Type* Select Casual, Full time, or Part time from the drop-down list

Fixed term- under which fixed term employment Must be selected if the 'Employment Status' is Fixed Term. *Fixed term employment schemes are outlined in section [13. Fixed term Employment](#) of the [ANU Enterprise Agreement 2023-2026](#).*

Type & Term of Employment

Employment status:*	<input type="text" value="Select"/>
Job type:*	<input type="text" value="Select"/>
If Casual - Total number of hours for contract:	<input type="text"/>
If Part time - Hours per week:	<input type="text"/>
If Fixed Term/Temporary Transfer length of appointment:	<input type="text"/>
Fixed Term - under which fixed term employment:	<input type="text" value="Select"/> <small>Please enter timeframe as: Until DD/MM/YY 0-11 months 24 months etc</small> <small>Please refer to the ANU Enterprise Agreement</small>
Shift work outside ordinary span of hours:	<input type="text" value="Select"/>

Section 2

Advertised Appointment

Selection Committee

Enter Selection Committee Chair and Members if known. [Selection Committee resources](#).

Media Insertion Details

Enter where you would like the advertisement listed and the ad text.

All ads listed on the ANU external webpage will also be listed on www.seek.com.au.

Other list any other discipline or industry specific pages.
Note: you may be advised to create these listings yourself once the ANU ad has been created and listed online. All ads must use [ANU Masterbrand](#) and approved formatting.

Charge code Where the advertisement costs will be charged to.

Closing date When deciding on your closing date take into consideration the availability of your panel to shortlist and interview, public and cultural holidays and for international recruitments government requirements for visa nominations.

Advertising Summary

This summary text will appear on the landing page of [ANU Jobs - Current Opportunities](#).

Keep your summary short and sharp. Highlight details of the role and benefits of ANU as an employer that will catch the eye of potential candidates. E.g. _____

The screenshot displays the ANU recruitment system interface, divided into two main sections: 'Advertised Appointment (Section 2)' and 'Media Insertions Details'.

Advertised Appointment (Section 2):

- Position info:** A sidebar menu with options: Position (section 1), Advertised appointment (section 2), Non advertised appointment (section 3), Variation of existing appointment (section 4), Validation & approval (section 5), Notes, Sourcing, Job advertising, and Documents.
- Selection Committee:** A section for managing the selection committee. It includes a search bar for the Selection Committee Chair, a list of members (currently empty), and a text area for comments. A note states: "The Selection Committee Chair must have completed the pulse training course Recruitment and Selection of Staff - Committee Chair".

Media Insertions Details:

- Advertisement charge code:** A text input field.
- Advertisement closing date:** A date picker.
- Visa sponsorship may be considered:** Radio buttons for Yes and No.
- Include the advertisement on (select all applicable):** Checkboxes for ANU Internal Website, ANU External Website, Seek Online (\$141), Unjobs, and LinkedIn.
- If other please specify details:** A text input field.
- Advertising Summary:** A text input field.
- Advertisement Text:** A rich text editor with a toolbar.

Advertising Summary Example:

ANU are looking for an individual with a flair for working in a fast-paced team environment.

- Competitive remuneration, 17% super, salary packaging and leave loading
- Flexible working arrangements and generous personal, parental and cultural leave
- Located at our Acton campus in Canberra

Advertising Text

This section will pre-fill with the template for your College or Division selected in point 4 above.

Enter the Classification, Salary package, Selling points, Position overview and contact information. Review and edit application information and requirements

Tip: Copy & Paste the template text into a word document to write and review your ad text. Paste back into ANU Recruit once formatted and edited.

Example Advertisement Text

Classification: ANU Officer 6/7

Salary package: \$84,019 - \$96,713 + 17% superannuation

Terms: Full time, continuing

About Us

Information Technology Services (ITS) provides corporate IT services to ANU staff, students and visitors in support of achieving excellence in research, teaching and public policy. These services include network, communications, computing platforms, data storage, desktop and mobile access, enterprise systems, student learning environments, and IT security. The work of ITS is coordinated with services provided within and by University Colleges and other Service Divisions to form a cohesive, University-wide information services infrastructure.

The Role

We are seeking a Senior Project Officer to help drive the establishment of the IT Hub. The Senior Project Officer (IT Hub) will provide comprehensive project management support on a diverse range of administrative, engagement and research activities. They will work closely with the IT Hub Director and work as part of the Hub team.

The Person

As our ideal candidate, you will have demonstrated experience in project support and records management. And possess strong analytical and problem solving skills complimented by excellent communication and stakeholder engagement

For further information about the position, please contact Name, Title, T: +61 2 xxxx xxxx or

E: name.surname@anu.edu.au.

Application information

In order to apply for this role please make sure that you upload the following documents:

- A statement addressing the selection criteria (no more than 2 pages).
- A current curriculum vitae (CV) which includes the names and contact details of at least three referees (preferably including a current or previous supervisor).
- Other documents, if required.

Advertisement Text:

The screenshot shows a web form titled "Advertisement Text:" with a rich text editor toolbar. The form contains the following fields and text:

- Classification:** [please enter classification/grade]
- Salary package:** [please enter salary range or "Negotiable"]
- A bulleted list with three items: [List main selling points of the position]
- Position overview**
- A text input field with the placeholder: [Enter Position overview here]

Please include advertising contact information in the advertisement text above

Diversity

Answer 'Yes' in the applicable category if the advertised position is an Identified or Special measures position. [Procedure - Identified positions \(Aboriginal and Torres Strait Islander people/women\)](#)

Answer 'No' for all other advertised positions.

Diversity

Is this an identified position (under special measures legislation) for:

Female only applicants:

Aboriginal and Torres Strait Islander applicants:

[Click here for Diversity information.](#)

Section 3

Non Advertised Appointment

Enter the Reason, Justification and Details of appointee.

Note: Include the appointee CV and 2 references in the supporting documents upload for non-advertised appointments.

New job

Is the individual extremely well qualified for the position and already known to the ANU? Provide information around their skill-set including accomplishments and qualifications. Referee checks are also required.

Section 5

Validation & Approval

Hiring Manger:* Position Supervisor or Manager

Approval process: Select the relevant approval process, this will populate the box below. Enter name or UID number of each required approver/staff member.

Recruitment Selection Support: Enter name of Local area HR support person or Team. If you do not know who this person is, insert "Central HR" in this field. They will be notified and allocate the correct person to the job.

New job

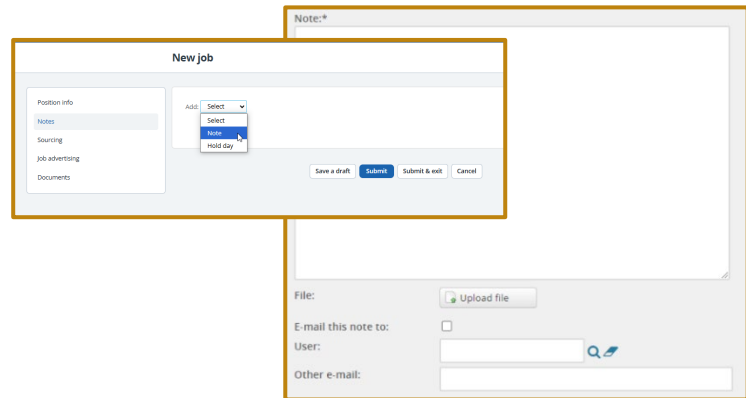
None
None
Advertised Appointment - Academic Lev A-D
Advertised Appointment - Casual Professional
Advertised Appointment - Lev E <1y
Advertised Appointments - Academic Lev E >1y
Advertised Appointments - Prof. Staff (non casual)
Appointment - Casual Sessional Academic
HR Div Senior Appointments - 4 workflow steps
HR Div Senior Appointments - 5 workflow steps
Non Ad Appoint & Vari - Acad Lev E >1y, CPO Req
Non Ad Appoint & Vari - All Staff (non Lev E) <12m
Non Ad Appoint & Vari - All Staff (non Lev E) >12m
Non Ad Appoint & Variations - Acad Lev E <1y

Tip: If you are not ready to submit the job card for approval you can 'save a draft'.

Note: If you saved a draft the approval process will be deleted.

Step 5. Notes

The Notes field is a great way to record extra information about the job. You can record notes for yourself and also send e-mails about the job from the Notes section



Step 6. Documents

The Documents section is used to store job related documents.

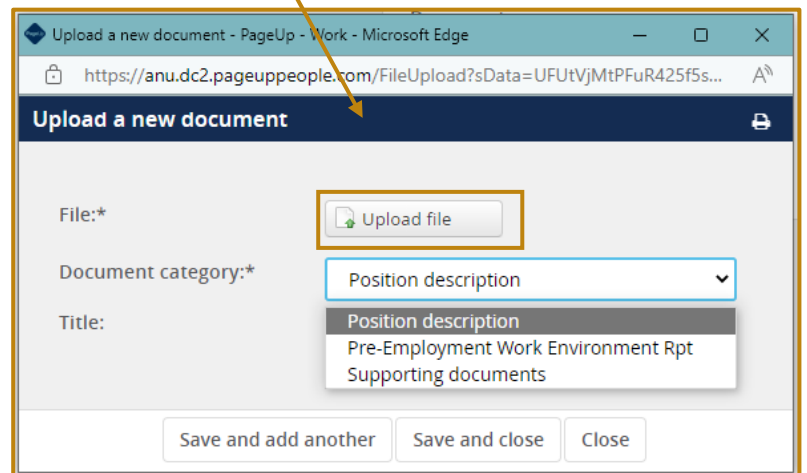
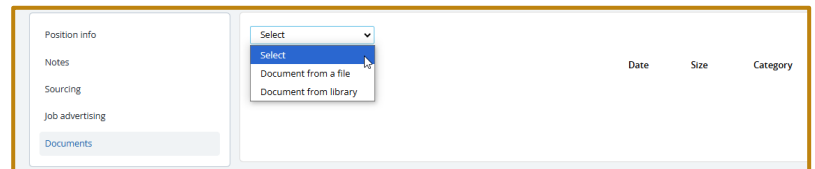
Position Description: Select document from a file from the drop down list, click 'upload file' and search for the applicable Position Description in your files, add the document title the click 'Save and add another' or 'Save and close'.

The Position Description MUST be attached, only one document can be uploaded to the Position description category. The document saved to this category will be uploaded to the job advertisement under the heading Position Description.

Supporting documents:

Advertised appointment: It is optional to attach other supporting documentation.

Non-Advertised appointment: Attach appointee CV, references and other supporting documentation. Follow the same upload processes as position description.



Step 7. Submitting the job card

When all of the position details have been entered and you are ready to submit the job for approval, click 'Submit' or 'Submit & Exit'.

An email notification will be sent to the Hiring Manager for Approval and trigger the next approval in the process.

Save a draft

Submit

Submit & exit

Cancel