ANU RECRUIT • HIRING MANAGER QUICK GUIDE

Creating a Job Card: Quick Guide

A seven-step refresher for people who already know the system.

OPEN ANU RECRUIT ↗

FAST TRACK

Follow these steps .

1 SIGN IN

Open ANU Recruit with your UID and HORUS password.

2 START A JOB

From the Hiring Manager dashboard, select New Job. Under ‘Request Details’ name a nominee if someone else will complete the card; select advertised or non-advertised.

3 SET UP THE REQUEST

Add the position number; choose your College/Division template.

4 COMPLETE POSITION (SECTION 1)

Confirm title, vacancy reason, justification, classification, location and employment terms. Allocate charge codes to 100%; select fixed-term clauses/exemption when applicable.

5 FOLLOW THE RIGHT PATH

Advertised → Section 2: committee, channels, advertisement charge code, closing date, and diversity.
Non-advertised → Section 3: start date and appointment basis; use “refer to justification above” where relevant.
Variation of employment → Section 4: variation type, conversion details, relevant dates, confirmation of merit-based process.

6 ADD SUPPORTING DOCUMENTS

Notes are optional. Attach the Position Description. For non-advertised appointments, also attach the appointee CV and two references.

7 REVIEW AND SUBMIT

In Section 5, add the Hiring Manager; set ANU Recruitment as the first approver and Recruitment Selection Support; choose Pending approval; then Submit or Submit & Exit.

FINAL CHECKS

Five checks that prevent delay

100%
Salary charge codes add up to 100%.

Position description attached
Under the Position Description category in the Documents section

ANU Recruitment
First approver in workflow and under Recruitment Selection Support.

Funding confirmed
No separate Finance endorsement. Consult local Finance; D3/D4 delegates approve financial aspects in workflow.

Advertised Roles
Do not close on Friday, Saturday or the day before a public holiday.