Hiring manager

Recruit

Engage

Prepare PD and open ANU Recruit ticket
Discuss role requirements with ATC
Manage selection process



Complete Trainee paperwork including training plan

Set up probationary PDR
Set agreed study and work plan

College/Division HR



Assist with preparation of PD Support selection process



Assist with preparation of trainee paperwork Complete HRMS onboarding

ATC



Source candidates

Conduct prescreening training

Provide interview feedback to candidates



Complete trainee paperwork
Schedule ongoing meetings with trainee and
ANU

Equity and Diversity



Provide advice on Program administration
Assist with completing relevant documentation



Centrally record new appontment details Link trainee up with Indigenous Australian Staff Network