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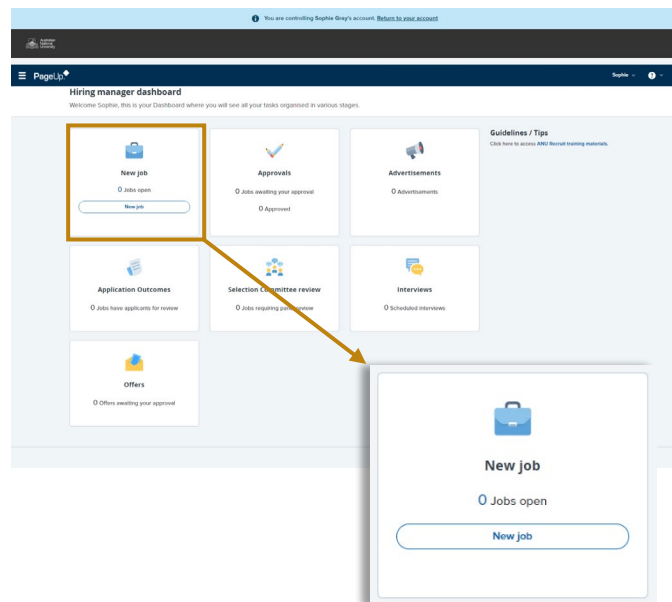
Step 3. Enter the below data fields if required and click 'Next >'

    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.

1. Team link

2. Position

No position selected

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).

Job Card Checklist - Before creating a new job please ensure you have obtained/prepared the following:

- Position Number (if unknown please contact local HR/Recruitment team).
- Approved position description
- List of relevant approvers for the role

User guides and glossary of terms used in the Job Card.

Please select the template for your College or Division from the Online Library below:

3. Template

--No template--
ANU
ANU College of Arts and Social Sciences
ANU College of Asia and the Pacific
ANU College of Business and Economics

Preview

Next > 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.*

Team link: General users
General users

Request Details

Nominee: No user selected.

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.

Job No.: The job number will be automatically created when the job card is saved.

Date opened: 19 Apr 2024

Date filled:

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

SECTION 1

Position Details

Position number:*   [   ] 🔍 ✐
                           No position selected.

Position title:*   [ANU]

College/Division:*   Select ▾

School/Faculty/Centre: No School/Faculty/Centre found ▾

Department/Unit: No Department/Unit found ▾

Team: No Team found ▾

Reason for vacancy:*   Select ▾

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:* [   ]

If this is a new position entre n/a

Classification:*   [   ] 🔍 ✐
                           No classification selected.

Stream - Professional staff only: Select ▾

SM2+position approved by SM Remuneration Committee:*   Select ▾

If No please contact your Local HR or HR Business Partner

PositionDescription approved by staffing Committee:*   Select ▾

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.

Location:*   Select ▾

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 [ ]	Select ▾	-	-	Cancel

New: [   ] Replacement: [   ] [Add more]

Please select Type above from the drop-down. Only complete the New and Replacement boxes above if you are filling multiple positions. Do this by entering the number of new/replacement positions and click Add. Then enter the Position numbers for the additional positions.

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

SECTION 2 - ADVERTISED APPOINTMENT

Selection Committee

Selection Committee Chair:
No user selected.
The Selection Committee Chair must have completed the pulse training course Recruitment and Selection of Staff - Committee Chair

Selection Committee members:
Add Selection Committee member

Recipient — Remove all
No Selection Committee member selected.

Selection Committee member information:
Enter the names of the Selection Committee members. If the Selection Committee members are not yet confirmed leave this section blank.

The Selection Committee must be formed in accordance with the ANU Appointments Procedure.

Selection Committee comments i.e. note any noted conflict of interest:

Media Insertions Details

Advertisement charge code:
Advertisement closing date:
Visa sponsorship may be considered: Select
If sponsorship considered the minimum advertisement period is 28 days.
Include the advertisement on (select all applicable):
☐ ANU Internal Website   ☐ ANU External Website
☐ Seek Online ($141)   ☐ Unijobs
☐ LinkedIn   ☐ Other
If other please specify details:

Advertising Summary:

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

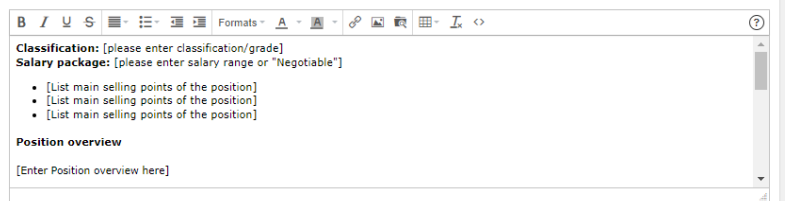**For further information about the position, please contact Name, Title, T: +61 2 xxxx xxxx** or
E: name.surname@anu.edu.au.

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:

B I U S ▤▾ ≡▾ ≔ ≔ Formats▾ A▾ ▣▾ ▦▾ ∂ ▣ ▦ ⊞▾ I̵ ‹›   ?

Classification: [please enter classification/grade]
Salary package: [please enter salary range or "Negotiable"]

- [List main selling points of the position]
- [List main selling points of the position]
- [List main selling points of the position]

Position overview

[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: Select

Aboriginal and Torres Strait Islander applicants: Select

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.

SECTION 3 - NON ADVERTISED APPOINTMENT

Reason: Select

Please provide justication for employment without advertising
(or attach separate supporting statement):

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.

Details of requested appointee:

Please provide name /email/mailing address/telephone/mobile etc

Requested start date:

Employment can not start until a formal offer of employment has been accepted, please allow 10 days from approval of this job card to the requested start date or discuss with your local HR team.

Does the employee have Australian working rights: ○ Yes ○ No

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.

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.

SECTION 5 - VALIDATION & APPROVAL	

Click here for delegation information.

Team: General users

Hiring Manager:*

Email address:

Approval process:* None

Recruitment Selection Support:*

No user selected.

Status:* Select

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

None
None
Advertised Appointment - Academic Lev A-D
Advertised Appointment - Casual Profesional
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

Step 5. Using the Notes Tab

The Notes tab 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 tab

Position info **Notes** **Documents**

Add: Select
Select
Note
Hold day

Note:*

File: Upload file
E-mail this note to:
User:
Other e-mail:

Step 6. Using the Documents Tab

The Documents tab 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'.

Position info **Notes** **Documents**

Select
Select
Document from a file
Document from library

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.
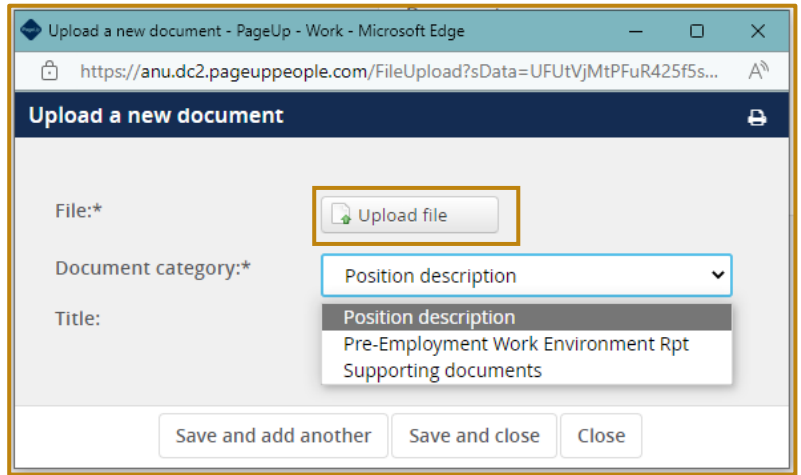
Step 7. Submitting the job card

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.