## Persons of Interest - Non Academic Appointments - New Application

<table>
<thead>
<tr>
<th>Nominator (Supervisor)</th>
<th>Administration staff member</th>
<th>POI</th>
<th>Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor determines the need for the POI to visit/attend the campus</strong></td>
<td><strong>Request administration staff to initiate application</strong></td>
<td><strong>Enter the POI's details - this can be completed manually, or pre-populated using the POI's UID</strong></td>
<td><strong>Form is sent to the POI</strong></td>
</tr>
<tr>
<td><strong>Enter the POI's details - this can be completed manually, or pre-populated using the POI's UID</strong></td>
<td><strong>Login to E-Form and select the Persons of Interest/Honorary Appointments form</strong></td>
<td><strong>Select the nomination type of &quot;New Person of Interest&quot; and enter the personal details of the POI</strong></td>
<td><strong>Confirm personal details, appointment details, citizenship and visa details (if required)</strong></td>
</tr>
<tr>
<td><strong>Select the nomination type of &quot;New Person of Interest&quot; and enter the personal details of the POI</strong></td>
<td><strong>Identify who will supervise the POI for the duration of the visit, and identify any other staff that require notification of the application</strong></td>
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<td><strong>Review application</strong></td>
</tr>
<tr>
<td><strong>Identify who will supervise the POI for the duration of the visit, and identify any other staff that require notification of the application</strong></td>
<td><strong>Identify if any expense or allowance payments will be made</strong></td>
<td><strong>Identify if any expense or allowance payments will be made</strong></td>
<td><strong>Decline</strong></td>
</tr>
<tr>
<td><strong>Identify if any expense or allowance payments will be made</strong></td>
<td><strong>Confirm personal details, appointment details, citizenship and visa details (if required)</strong></td>
<td><strong>Form is sent to the POI</strong></td>
<td><strong>Approve</strong></td>
</tr>
</tbody>
</table>

### Consideration of POI's details:
- **Review POI personal details, appointment details, citizenship and visa details**
- **Ensure that the correct UID record is being used if the POI already exists in the ANU HRMS**
- **Select the appropriate Delegate in your area and submit the request for approval**

### Additional Information:
- **POI's may have been previously employed by the ANU, have held a previous POI record or have studied at the University. In these instances the POI should have an existing UID**
- **Nominator (Supervisor) determines the need for the POI to visit/attend the campus**

### POI's Approval:
- **Nominator/Administrator and POI advised of approval sent to POI for acceptance**
- **Further information required**
- **Document further information required and send form back to supervisor**
- **Provide justification for declining the application. Notification is sent to the Supervisor advising of outcome**
- **Decline Action taken**
- **Provide justification for declining the application. Notification is sent to the Supervisor advising of outcome**

### Legend:
- **Process Step**
- **Request**
- **Decline**
- **Form task**
- **Approval**
- **Upload document**
Persons of Interest - New Honorary Appointment

Supervisor identifies applicant for Honorary Appointment

- Is the Nominator starting the application?
  - Yes

- Enter the nominee’s details: this can be completed manually, or pre-populated using the POI’s UID

- Select the nomination type of “New Academic Title” and enter the personal details of the POI

- Select the appointment reason, nomination type start and end dates, and confirm access requirements

- Identify who will supervise the POI for the duration of the visit, and identify any other staff that require notification of the application

- Upload any required supporting documentation

- Identify if any expense or allowance payments will be made

- Review POI personal details, appointment details, citizenship and visa details

- Select the appropriate Delegate in your area and submit the request for approval

- Ensure that the correct UID record is being used if the POI already exists in the ANU HRMS

Applications for Emeritus Professors, or Level E Honorary Appointments will be sent to the Vice Chancellor for approval, through the Director, Human Resources. Your local delegate will still be required to review the application.

Nominees may have been previously employed by the ANU, have held a previous POI record or have studied at the University. In these instances their existing UID will ensure their record is kept up to date

Where the nominee is a clinical practitioner, or is part of the ANU Medical School, selecting these tick boxes on the form will ensure that the appropriate titles appear for selection

Where the nominee is a clinical practitioner, or is part of the ANU Medical School, selecting these tick boxes on the form will ensure that the appropriate titles appear for selection

Supervisor submits nomination to the Nominator/Administrator

- Login to E-Form and select the Persons of Interest/Honorary Appointments form

- Enter the nominee’s details: this can be completed manually, or pre-populated using the nominee’s UID

- Select the nomination type of “New Academic Title” and enter the personal details of the nominee

- Select the appointment reason, nomination type start and end dates, and confirm access requirements

- Identify who will supervise the POI for the duration of the visit, and identify any other staff that require notification of the application

- Upload any required supporting documentation

- Identify if any expense or allowance payments will be made

- Form is sent to the POI

- Confirm personal details, appointment details, citizenship and visa details (if required)

- Provide statement of contribution and upload CV

Form is sent to the POI

- Review application

- Decline

- Approval

- Further information required

- Document further information required and send form back to POI for review

- POI Acceptance

- Nominator/Administrator and POI advised of approval, sent to POI for acceptance
Persons of Interest - Honorary Appointment Extension

Nominator (Supervisor)

1. Supervisor identifies applicant for Honorary Appointment
2. Is the Nominator starting the application?
   - Yes: Request administration staff to initiate application
   - No: Supervisor identifies the Nominator
3. Enter the POI's UID to populate their personal details
4. Select the appointment reason, nomination type, start and end date
5. Identify who will supervise the POI for the duration of the visit, and identify any other staff that require notification of the application
6. Upload any required supporting documentation
7. Identify if any expense or allowance payments will be made
8. Review POI personal details, appointment details
9. Select the appropriate Delegate in your area and submit the request for approval

Administration staff member

1. Login to E-Form and select the Persons of Interest/Honorary Appointments form
2. Enter the POI’s UID to populate their personal details
3. Select the appointment reason, nomination type, start and end dates
4. Identify who will supervise the POI for the duration of the visit, and identify any other staff that require notification of the application
5. Upload any required supporting documentation
6. Identify if any expense or allowance payments will be made

POI

1. It is a requirement to use the POI’s existing UID to initiate this form
2. Enter the POI’s UID to populate their personal details
3. Select the nomination type of “Extension” and review the personal details of the POI
4. Select the appointment reason, nomination type, start and end dates
5. Identify who will supervise the POI for the duration of the visit, and identify any other staff that require notification of the application
6. Upload any required supporting documentation
7. Identify if any expense or allowance payments will be made

Delegate

1. Review application
2. Action taken
   - Decline: Provide justification for declining the application. Notification is sent to the Supervisor advising of outcome
   - Approve: Further information required
3. Document further information required and send form back to POI
4. POI Acceptance
   - Nominator/Administrator and POI advised of approval. Sent to POI for acceptance

Legend

- Process Steps
- Consider application
- Form task
- Approval
- Request
- Document
- Decline

Honorary Appointments with old Academic Title categories will be required to move to the new Academic Title categories upon extension.

Where the nominee is a clinical practitioner, or is part of the ANU Medical School, selecting these tick boxes on the form will ensure that the appropriate titles appear for selection.

Applications for extensions of Level E Honorary Appointments will be sent to the Vice Chancellor for approval, through the Director, Human resources. Your local delegate will still be required to review the application.