Creating a New Job

STEP 1: Login to ANU Recruit

Navigate to http://hr.anu.edu.au/employment-at-anu/recruitment-toolkit

NOTE: Ensure that you have disabled the Pop-up Blocker on your web browser. For more information go to: http://itservices.anu.edu.au/online-services/enterprise-systems/frequently-asked-questions/

Welcome to your recruitment dashboard. This is your home screen. From here you will be able to:

- Create a new job
- Accept or decline jobs that are awaiting your approval
- View jobs that are currently being advertised
- View any applicants requiring a Selection Committee Review
- Select an outcome for an applicant
- View applicants that have been invited and scheduled to attend an interview
- Accept or decline offers that are awaiting your approval

STEP 2: Create a new job

Click New job bubble or New job link.

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

- Position number (available in HORUS). If a new position - please leave blank
- Position description (from the Online Library)
- List of relevant approvers for the role

Select a Job template for your College or Division from the Online Library and then click Next.

If there is no job template that is appropriate, scroll to the bottom of the screen and click Next without selecting a template.

Not selecting a Job Template only means the advertisement text will not be populated. A job template only needs to be selected for an advertised position. However, if both a position number and a job template are omitted, you will be presented with a blank job card.

NOTE: the binocular icon next to a text field can be used to look up the required information.

STEP 3: Enter job details

Most of the information about the job will be entered on the Position info tab.

Some fields will be prepopulated with information which is linked to the position number.

If someone is helping you with this recruitment request enter their name in the Nominee field and save the Job Card as a draft (this will give them access to enter information). Please note, you do not have to have a nominee.
NOTE: You will need to inform the nominee that a draft job has been created.

If you are a nominee for a Hiring Manager please add your name into the nominee field and enter the Hiring Manager's name in Section 5.

Enter all required information. Mandatory fields marked with an asterisk*.

STEP 4: Enter Method of Recruitment

Scroll down to Method of Recruitment.

Select the Recruitment process and complete the relevant remaining sections i.e.:

- For Appointment with advertisement - complete Sections 2 and 5.
- For Appointment without advertisement (New appointment) - complete Sections 3 and 5.
- For Appointment without advertisement (Variation to Existing Appointment) - complete Sections 4 and 5.

STEP 5: Select approval process

Scroll down to Validation & Approval.

Select the relevant approval process and enter the names of each approver in the fields provided.

NOTE: Once the job is submitted an email will be sent to the first approver. The Hiring Manager and Recruitment Selection Support will receive email notification once all approvers have approved the job.

You will need to enter the name of the recruiter who is assisting in the Recruitment Selection Support field on the job card. 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.

STEP 6: 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.

STEP 7: Using the Documents tab

The Documents tab is used to store job related documents. This is where you attach the Position Description (including the selection criteria). To select and attach a Position Description from the online library, select document from a file from the drop down list and search for the applicable Position Description. A Pre-Employment Work Environment Report should also be attached. It is optional to attach other supporting documentation.

NOTE: The Position Description MUST be attached before the job can be approved and advertised.

STEP 8: Submitting the job

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

You can also Save a draft of the job if you would like to complete it at a later stage.
Approve or Decline a Job

STEP 1: Receive email notification
You will receive an email notification if a job requires your approval.

You have the option of approving the job by email or going into ANU Recruit to view the job in more detail and approve or decline the job.

To approve the job direct by email, respond by reply email using the word ‘Approve’ in the body of the email.

**NOTE**: If you have approved the job by email you do not need to complete any other actions.

STEP 2: View job details
To view the job, you can use the link in the email or login to ANU Recruit (If using the link in the email, go directly to Step 3).

From the Recruitment Dashboard, click the Approvals button or the Jobs awaiting your approval link. You will be taken to the Manage approvals screen. Select the job you want to approve and click view.

STEP 3: Approve or decline the job
Review the details of the job and then take one of the following actions:

**Approve** – an email will be sent to the next approver. If you are the final approver, an email will be sent to the Hiring manager and Recruitment Selection Support advising that the job has been approved.

**Decline** – a screen will be displayed asking you to enter a reason as to why the job has been declined. This will be used for reporting purposes and will be emailed to the Hiring Manager and Recruitment Selection Support.

Once you approve or decline a job it will disappear from the Manage approvals page.

**NOTE**: Do not make changes to the job details during the approval process. If changes are required, discuss with the job originator or Decline the job and add a note.

View Open Advertisements

Once a job has been approved, Central HR will advertise the job. Once the advertisement has been placed, you will be able to view it in ANU Recruit.

STEP 1: View sourced jobs
Login to ANU Recruit and click on the Advertisements bubble, or Open advertisements link.

The My sourced jobs page will display.

STEP 2: View advertisement
You can preview the job advertisement for each sourcing channel.

Click the Preview job add link next to the relevant job. The advertisement will display.