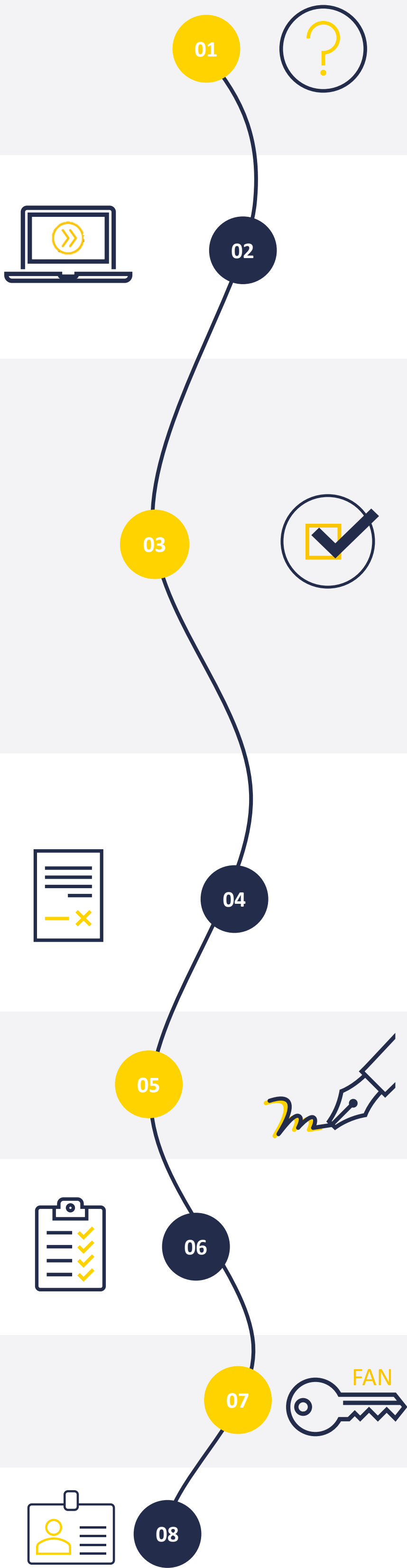




How to nominate a candidate for a tied-research (external funding)* position**?

*External grants only

**Continuing and Fixed-term positions



Identify the need

The Manager identifies the candidate they wish to directly appoint to the tied position. At this stage, the Manager has verified the candidate's suitability.

NB. Tied funding only relates to external grants. To nominate for an **untied** position please refer to [other infographics](#).

Initiate Service One request

The Manager submits a Vacancy Management Review Group (VMRG) request for Recruitment through [Service One](#) to initiate the direct appointment process.

The requestor can view the status of the request through the Service One portal under *My Requests*.

Approval flow

The Service One request flows through an approval chain where the vacancy is approved or denied. Approvers:

Academic, Teaching & Research, and Research Only positions
College Research → Dean Research → People and Culture Support Officer
(Final approver) (Review PD only)

Professional positions
People and Culture → College Research → Dean Research Support Officer

NB. If the request is denied the Manager will receive an email from Service One.

Employment agreement issued

People and Culture collect all the required documentation and information* from the Manager and issue the employment agreement.

*If it is for a new external grant, the Manager must include the cost centre in the Recommendation to Appoint form (RTA). After the formal execution of the new grant contract and all necessary steps completed in CMS, Finance will be notified and a cost centre/project will be created and loaded in FOCUS.

Review and accept employment agreement

The candidate reviews and accepts the employment agreement through Workday.

Finalise engagement

People and Culture hire the candidate into the position and close the Service One ticket.

An automatic email notification is sent to the Service One requestor to confirm the completion of the request.

Access to University systems

If new staff member, they will activate the Flinders Authentication Number (FAN) and gain access to Flinders University systems.

Onboarding

The Manager arranges relevant onboarding and local access. For more information please refer to the [Induction checklist](#).



Now your nominated candidate can start working for your team on agreed date.