How to nominate a candidate for an untied or capital funded/tied-other position*?

***Continuing and Fixed-term positions**

01

Identify the need

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

02

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*.

03

Approval flow

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

People and Culture → Budget Owner → Finance → VMRG Delegate

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

04

Employment agreement issued

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

05

Review and accept employment agreement

The candidate reviews and accepts the employment agreement through Workday.

06

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.

07

FAN

Access to University systems

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

08

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.

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