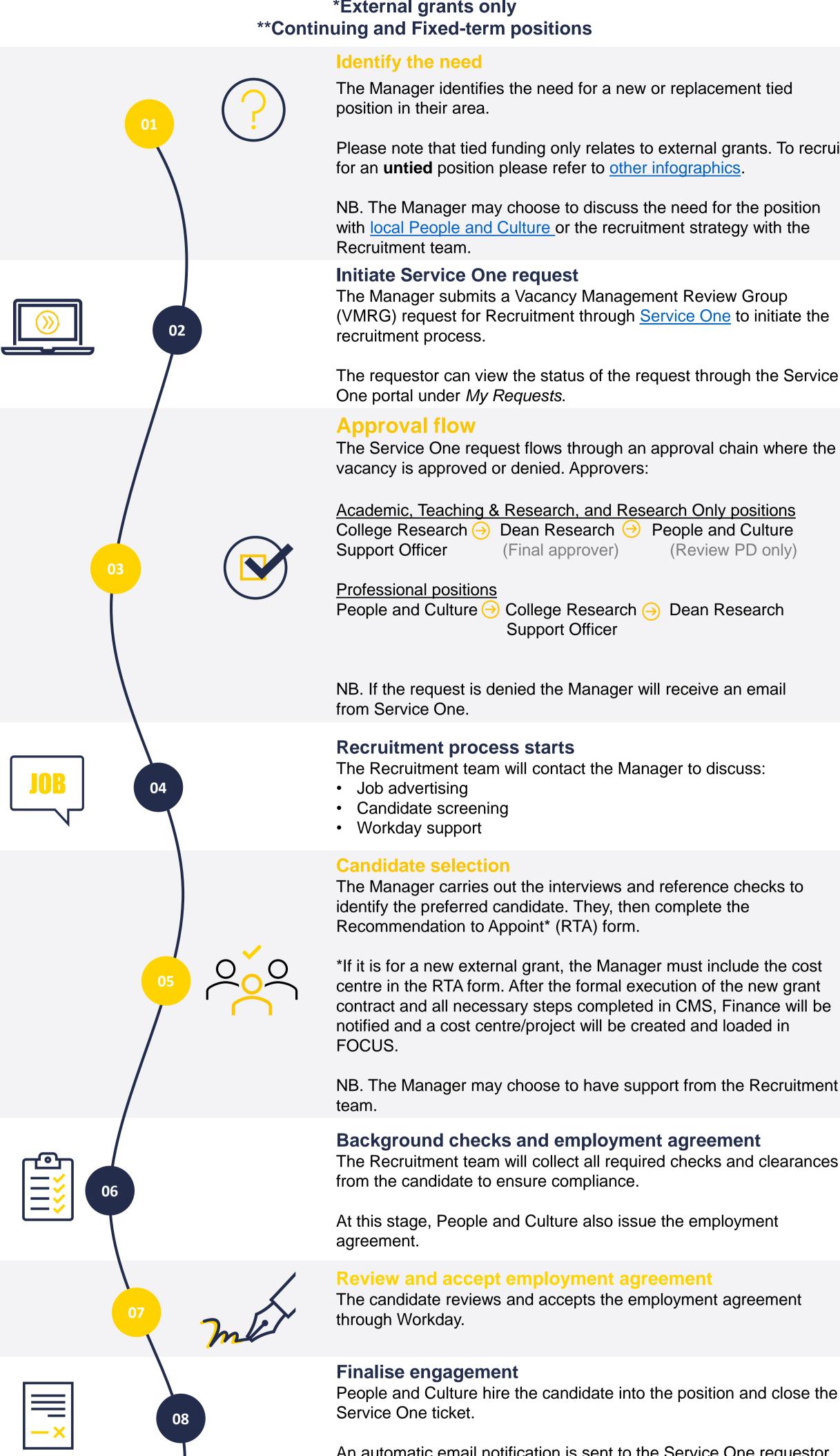


How to recruit for a tied-research (external funding)* position**?

*External grants only



The Manager identifies the need for a new or replacement tied

Please note that tied funding only relates to external grants. To recruit for an untied position please refer to other infographics.

NB. The Manager may choose to discuss the need for the position with local People and Culture or the recruitment strategy with the

The Manager submits a Vacancy Management Review Group (VMRG) request for Recruitment through Service One to initiate the

The requestor can view the status of the request through the Service

The Service One request flows through an approval chain where the

College Research → Dean Research → People and Culture (Review PD only)

People and Culture

College Research

Dean Research

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

The Manager carries out the interviews and reference checks to identify the preferred candidate. They, then complete the

*If it is for a new external grant, the Manager must include the cost centre in the RTA form. 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

NB. The Manager may choose to have support from the Recruitment

Background checks and employment agreement

The Recruitment team will collect all required checks and clearances

At this stage, People and Culture also issue the employment

The candidate reviews and accepts the employment agreement

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 candidate can start working for your team on agreed date.