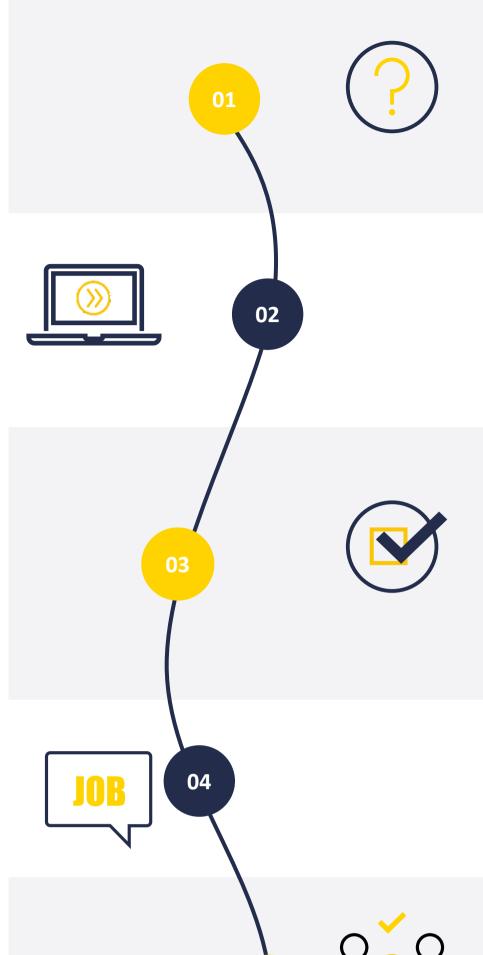# How to recruit for an untied or capital funded/tied-other position*?

*Continuing and Fixed-term positions

01

Identify the need

The Manager identifies the need for a new or replacement position in their areas.

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

02

Initiate Service One request

The Manager submits a Vacancy Management Review Group (VMRG) request for Recruitment through Service One to initiate the recruitment 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 Requestor will receive an email from Service One.

04

Recruitment process starts

The Recruitment team will contact the Manager to discuss:
- Job advertising
- Candidate screening
- Workday support

05

Candidate selection

The Manager carries out the interviews and reference checks to identify the preferred candidate. They, then complete the Recommendation to Appoint (RTA) form.

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

06

Background checks and employment agreement

Recruitment team will collect all required checks and clearances from the candidate to ensure compliance.

At this stage, People and Culture also issue the employment agreement.

07

Review and accept employment agreement

The candidate reviews and accepts the employment agreement through Workday.

08

Finalise engagement

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

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

09

Access to University systems

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

10

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.