

RECRUITMENT & ADVERTISING AUTHORITY



Use this form to commence the recruitment and advertising process

1. POSITION INFORMATION

If this is a new position, please also complete section 1B

Position Title		Position Number	
Faculty/Institute/Other Area			
School/Group		Campus	
Reference No (for HR use)		Closing Date	
		<i>(usually 2 weeks or 4 for Senior Appointments)</i>	
Employment type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Continuing <input type="checkbox"/> Secondment Opportunity (within Deakin)		
Fixed term category		Vacancy Reason	Select vacancy reason
If fixed term, please provide information as to why this appointment meets the fixed term category, including funding where applicable or the name of the staff member being replaced:			

For more information on fixed term categories of employment please see [Use of Fixed term contracts](#)

Start Date		End Date:	
Classification		Salary Range:	
Time Fraction			
Salary Loading (if applicable)	\$	please provide rationale for salary loading below	

Vehicle Allowance (if applicable)	\$	only applicable for certain positions
-----------------------------------	----	---------------------------------------

1B. POSITION INFORMATION (for new positions only)

If this is a new position, please complete the information below

Position Category	<input type="checkbox"/> Academic <input type="checkbox"/> Research <input type="checkbox"/> General		
Salary Account Code			%
			%
			%
Work Function	<input type="checkbox"/> Teaching only <input type="checkbox"/> Teaching & Research <input type="checkbox"/> Research Only <input type="checkbox"/> General		
Position Reports to position no		Supervisor Name	
If this staff member is working outside of Victoria, please provide state or country:			

2. ADVERTISING DETAILS

Contact for further details (Name) (this will appear on the advertisement)		Phone Number:	
Staff Member responsible for completing the final shortlist online		Employee Number	
Account code for advertising costs	6742		
Internal Only Advertising? Only current Deakin staff or students may apply. This request will be considered by HRD	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide justification as to why you wish to advertise internally only (approval will be sought)	
Would you consider that this role might be hard to fill?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, then you will be contacted by a member of the Recruitment Team who will assist you further	

3. CUSTOMISATION

Please include specific wording (max. 500 words) that you would like to include in all advertisements to promote this role or specific information or changes within your FIOA.

4. ONLINE ADVERTISING

Please indicate which on-line medium(s) you would like your ad to appear in

- | | |
|---|---|
| <input type="checkbox"/> Careers at Deakin (No cost) | <input type="checkbox"/> Career One (\$145.00 + GST per ad) |
| <input type="checkbox"/> Seek (\$140.00 + GST per ad) | <input type="checkbox"/> UniJobs (\$200.00 + GST per ad) |
| <input type="checkbox"/> The Conversation (\$238.50 + GST per ad) | <input type="checkbox"/> Deakin Jobshop (No cost) |
| <input type="checkbox"/> LinkedIn (\$121.50 + GST per ad) | <input type="checkbox"/> Other (please specify below) |
| <input type="checkbox"/> CareerSpot (\$140.00 + GST per ad) | |

Please list each web site with the full web link you would like your ad to appear in. Please ensure you have investigated this site and are aware of costs involved or contact the [Recruitment team](#).
 Unsure where to advertise? Why not consider reviewing some specialist [Online Job Boards](#) to find that perfect match!

Please note:

- Prices for online web sites are subject to change without notice.
- HRD will place positions on additional nominated web sites if resources permit; it may be necessary for areas to assist with this process
- HRD will use an external job posting program (Broadbean) when online job boards are selected. This will incur a \$30.00 fee per vacancy.

5. PRINT ADVERTISING

Newspaper advertising can only be used for Level C or higher or HEW 8 or higher. For lower level positions, approval must be sought from the Executive Director, HRD or nominee. The request should be sent to your HR Adviser along with the other recruitment paperwork. Please also review the information on the [Print Advertising wiki](#) page.

Newspapers	Placement Details (i.e. which paper, and which section of the paper eg. Wednesday Australian, Higher Ed)
<input type="checkbox"/> The Age <input type="checkbox"/> The Geelong Advertiser <input type="checkbox"/> The Australian <input type="checkbox"/> Other:	

6. AUTHORISATION

Please tick the boxes below to indicate you have complied with the following obligations and attached the relevant documentation.

- Position Description is attached in Word format
- Job Evaluation has been completed for new General staff positions
- Budget for the role has been approved
- Market loading memo is attached, if applicable
- Sought approval to advertise in print media, if applicable
- Vehicle allowance approval is attached, if applicable
- Faculty Board approval correspondence for new Chair positions

Head of School		Signature		Date	
Head of FIOA		Signature		Date	

Please forward to your [HR Adviser](#) once completed

Privacy: The personal information collected on this form will become part of your employment record. Deakin University manages personal information in accordance with the Privacy and Data Protection Act 2014. You may gain access to your personal information held by the University. Requests for access are managed under the Freedom of Information Act 1982. To view the University's Information Privacy Policy go to <http://theguide.deakin.edu.au/> or contact the Privacy Officer at privacy@deakin.edu.au.