



## Recommendation to Appoint Form

### Instructions for Completing the Recommendation to Appoint Form



#### When to use this form

This form is to be used to advise HR Operations, Human Resources Division where:

- a) an offer of employment is to be made to a person to commence fixed-term or continuing employment with the University; or
- b) a renewal of fixed-term employment is to be made to an existing fixed-term staff member but either the reason for fixed-term employment has changed or the offer of employment is to a different position.



#### Where and when to send this form

The form is to be completed, signed and forwarded to HR Operations either:

- **prior** to the person commencing employment; or
- where the offer is for a renewal of fixed-term employment to an existing fixed-term staff member, at least 6 weeks **prior** to the expiry of the existing fixed-term appointment.

An employment contract, together with an induction kit (where applicable) will then be forwarded to the staff member. However, a local induction is also recommended for all new appointments.



#### Policy references

All recommendations to appoint must comply with the following:

- the Appointing Research Support Staff at:  
<http://www.adm.monash.edu/workplace-policy/employment/research-support-staff/index.html>
- the Additional Appointments/Duties Policy at:  
<http://www.adm.monash.edu.au/workplace-policy/employment/categories/additional-appointments.html>
- the Part-time (Fractional-time) Employment for Professional Staff (excluding Trades & Services Staff) Policy at:  
<http://www.adm.monash.edu.au/enterprise-agreements/academic-professional-2009/16.html>
- the relevant Monash University Enterprise Agreement at:  
<http://www.monash.edu.au/entbarg/agreements.html>
- new Professional Staff positions (HEW level 1-10) are to be evaluated by the relevant Classification Committee to determine the appropriate HEW level prior to recruitment action being taken  
<http://www.adm.monash.edu.au/workplace-policy/employment/classifications/classification-procedure.html> ;and
- recommended appointments to new non-advertised fixed-term positions at HEW 1-7 to be accompanied by a classified Position Description.



#### Position numbers

In order to **search** existing position numbers or request to **create, change** or **delimit** positions in an organisational unit refer to:

<http://sssd.adm.monash.edu.au/opm/login.asp>



## Recommendation to Appoint Form

### 1. Early Access

Check this box if the appointee is to receive early access to Monash systems

Note: Early access to the Monash Systems will only be granted in special circumstances

Access Start Date  /  / 20

For early access to be granted this form must be received **two weeks** before this date.

### 2. Organisational Unit & Position Details

Faculty/Division

Organisational Unit Title

Organisational Unit Number

Position Title

Position Number

Staff Type

Campus

Cost Centre

Fund

%

Source of Funding

Appointments to Research Assistant or Research Fellow positions must comply with the requirements of *Employment Arrangements for Research Support Staff* at:

<http://www.adm.monash.edu/workplace-policy/employment/research-support-staff/index.html>

If the recommended appointee is an existing fixed-term staff member being offered further fixed-term employment, is his/her existing position being:

Continued (or being continued as a position with the same or substantially similar duties) **OR**

Discontinued

### 3. Appointee's Personal Details

Is the appointee currently or has the appointee previously been employed at Monash University?

If **YES**, please provide the Personnel Number

Title

Surname

Given Name(s)

Date of Birth

 /  / 

Street Number and Name

State

Postcode

Country

Telephone Number

Mobile Telephone Number

Email Address

#### Employment Restrictions

Is the appointee under any agreement currently operating with Monash University or one of its controlled entities which imposes re-employment restrictions?

If **YES**, please provide details of Agreement

Does the appointee hold any other employment/contractor agreements with Monash University or one of its controlled entities?

If **YES**, please provide details

#### Citizenship

Does the appointee have Australian Citizenship?

If **YES**, please go to section 4  
 If **NO**, please provide Citizenship

Does the appointee have authority to work in Australia under this appointment?

If **YES**, please provide the residential status  
 If **NO**, please provide details of the proposed visa arrangements

The original **VISA** must be sighted and a copy signed by the organisational unit. Please attach copy to this form.

## 4. Position Details

### Period of Employment

Position Start Date  /  / 20  Position End Date (fixed-term appointments only)  /  / 20

### Reason for Fixed-term Employment

If specific task or project please provide a brief description

### Employment Type

Fraction  Hours per week

### Employment Level

Pay Scale Group (Classification Level)  Level (Step)


Annual full-time salary rate  Annual pro rata salary rate (if part-time)

### Probation

Refer to Workplace Policies and Procedures (WPP) at:

<http://www.adm.monash.edu.au/workplace-policy/performance-development/probation/>


Will a probation period apply to this position?

 If **YES**, please provide length of probation period  
If **NO**, why?

If an academic appointment, is completion of a PhD a requirement for satisfactory completion of the probation period?

### Qualifications

Is the appointee required to produce a copy of evidence of any qualifications held?

 If **YES**, please list the qualifications for which evidence is required

### Background Checks

Is this position subject to a Police Records check?

<http://www.adm.monash.edu.au/workplace-policy/conduct/police-records/policy.html>

Is this position subject to a Working with Children check?

<http://www.adm.monash.edu.au/workplace-policy/conduct/working-with-children/index.html>

### Superannuation

 For further information

Please indicate which superannuation will apply

%

### Supervisor Details

Performance Supervisor's Name


Performance Supervisor's Position  Telephone Number


Leave/ESS Supervisor's Name

Leave/ESS Supervisor's Position  Telephone Number

## 5. Recruitment Information

Is this a new position?

Was the position advertised?   If **YES**, please provide Advertisement Number

Were referee reports requested?   If **NO**, why?

	Males	Females	TOTAL
How many applications were received?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of External Applicants	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Internal Applicants	<input type="text"/>	<input type="text"/>	<input type="text"/>
How many Applicants were interviewed?	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 6. Additional Comments (please include any specific terms & conditions of employment which relate to this position)

## 7. Authorisation of Organisational Unit

- a. In recommending this appointment I am satisfied that:
- The person named in Section 3 is not under any re-employment restrictions with Monash University or one of its controlled entities and where appropriate, details of any agreement signed in the past 5 years are set out in the attached statement.
  - The person named in Section 2 is appropriately qualified and/or experienced to carry out the proposed duties and is an Australian citizen, permanent resident or has a visa authorisation allowing this employment.
- b. I certify that funds are available for the:
- duration of this **fixed-term appointment** OR
  - current financial year and beyond for this **continuing appointment**, having regard to the Faculty/Division budget planning targets.
- c. I confirm that in the case of appointing a **Research Assistant or Research Fellow**:
- I have reviewed the Decision Guides and Position Descriptions contained within the *Employment Arrangements for Research Support Staff* at: <http://www.adm.monash.edu/workplace-policy/employment/research-support-staff/index.html>
  - I have carefully considered the characteristics of this role and I am satisfied that the classification recommended in Section 4 meets the associated University position descriptors or position standards.
  - and where the proposed appointment is the current incumbent, I certify that the type of appointment has been discussed with the named staff member.

### Authorisation 1 - Head of Department/Organisational Unit

Signature

<input type="text"/>	Date
	/ / 20

Name	Telephone Number
<input type="text"/>	<input type="text"/>

### Authorisation 2 - Dean or equivalent

Signature

<input type="text"/>	Date
	/ / 20

Name	Telephone Number
<input type="text"/>	<input type="text"/>

### Checklist

Please use the checklist below to ensure all necessary information has been included on the form and the appropriate documentation is attached.

#### All Appointments

- If the position was advertised, have you attached the original application and Curriculum Vitae? If the position has not been advertised, have you attached the Curriculum Vitae and classified Position Description (for professional and research only Level A staff)?
- If the recommended appointee is a former Monash University (or Monash controlled entity) staff member and subject to re-employment restrictions please contact your designated HR Advisor in HR Operations before submitting this form.
- If consideration of a Police Records check was required before appointment, has the Police Record check been assessed and deemed suitable for the role?
- If consideration of a Working with Children check was required before appointment, have you attached a Working with Children check form?

#### All Part-time (fractional) Appointments (continuing or fixed-term)

- Is the recommendation to appoint in accordance with the Part-time (fractional) Employment Policy for Professional Staff (excluding Trades & Services Staff) Policy?  
<http://www.adm.monash.edu.au/enterprise-agreements/academic-professional-2009/16.html> (subclause 16.20)
- Have you attached the relevant Change of Work Schedule/Fraction Form, available at: <http://www.adm.monash.edu.au/workplace-policy/forms/>

### FOR HR OPERATIONS USE ONLY

Processed	<input type="text"/>	Date	/ / 20	Checked	<input type="text"/>	Date	/ / 20
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For assistance please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800

Human Resources Division Privacy Collection Statement is located at:

<http://www.privacy.monash.edu/guidelines/collection-personal-information.html#hr>