



Request to Advertise Employment Opportunities

Instructions for Completing the Request to Advertise Employment Opportunities Form



When to use this form

To notify HR Operations, Human Resources Division of a request to advertise an approved vacancy.

All staff who are subject to redeployment or redundancy procedures have the opportunity to be considered for positions prior to advertisement by the University. Relevant vacancies will be advised to the staff through the Redeployment Bulletin.

Full details: <http://adm.monash.edu/workplace-policy/termination/redundancy>



Current advertising restrictions for professional vacancies

Advertising Restrictions apply to:

- **all continuing professional staff vacancies; and**
- **all fixed term professional staff vacancies greater than 12 months**
- **both faculty and non-faculty areas**

Full details section 2.3 at: <http://adm.monash.edu.au/workplace-policy/employment/recruitment-appointment/advertising/procedures.html#restrictions>

Key restrictions are as follows:

- The position must be advertised internally in the first instance (this includes HEW Level 8, 9 and 10A to 10D which would normally be advertised externally).
- All advertising for professional roles will only be through online advertising, not print.
- The primary function of the role **must** be identified from the options provided in the drop down list. Where the role includes multiple functions (for example finance and HR responsibilities) choose the function which is most relevant.
- Authorisation of the Request to Advertise and funding certification must be given by the relevant member of the Strategy and Resources Committee AND endorsed by the relevant functional head.
- HR Operations cannot process the request unless all approvals have been obtained.



Where and when to send this form

Scan or fax your completed and **approved** form (preferably by email) to:

advert@adm.monash.edu.au

Fax: 9902 9530 or mail to HR Operations, HR Division.

If sending by scan or fax, please **do not** also forward the original form.



Policy and Procedure references

All requests to advertise must comply with the following:

- Please refer to the Recruitment Procedures
<http://adm.monash.edu.au/workplace-policy/employment/recruitment-appointment/advertising/>
- Please refer to Workplace Policies and Procedures (WPP) for Academic, General and Trades & Services staff appointments.
www.adm.monash.edu.au/workplace-policy



Request to Advertise Employment Opportunities

1. School/Department/Administrative Unit Details

Faculty/Division

Organisational Unit Title

Work Location

Contact Person Details

Name



For further information

Extension Number

Payment Details

Name



For further information

Extension Number

Cost Centre	Fund	GL Account
		734011

2. Position Details

Position Title

Position Number



For further information

Primary Function/Functional Head (only for Professional roles)

If other, please provide details

Employment Category

Position Status

Reason for vacancy

Employment Type

Fraction eg. 0.5

Hours per week

Duration (if fixed term)

Level

Superannuation

Please indicate which superannuation will apply



For further information

%

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>

If this is an existing position please provide the following information relating to the previous occupant

Title

Surname

Personnel Number

Termination date

 / / 20

Given Name(s)

Employment Type

Level (Step)

3. Details of Advertisement

Please select your preferred advertising options from the list below.

Jobs@Monash Website

Internal Only Open to external applicants

Closing date

 / / 20

External Online Advertising

(Currently this is centrally funded for 2009)

Please consider the appropriate job board for this position and tick the relevant box for one or more of the following:

CareerOne MyCareer UniJobs SEEK

Print Advertising

(For Academic roles only)

The Age

The Australian

Other Please specify

Section (eg. Higher Education, Administration etc.)

Advertisement Type (eg. composite, display, pointer)

3. Details of Advertisement continued

Enquiries from prospective applicants directed to:

Title	Surname
<input type="text"/>	<input type="text"/>
Given Name(s)	Telephone Number
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

Applications directed to:

Title	Surname
<input type="text"/>	<input type="text"/>
Given Name(s)	Position
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Address (Only request applications by mail when necessary)	
<input type="text"/>	
State	Postcode
<input type="text"/>	<input type="text"/>

4. Selection Committee Details

- Both genders must be represented. Chair must be from list of trained staff selectors <http://www.adm.monash.edu.au/staff-development/ws/ssi/secure/list-train.xls>
- Please refer to <http://www.adm.monash.edu.au/workplace-policy/employment/recruitment-appointment/recruitment/selection.html> for Academic, General and Trades & Services staff selection committees.
- For large selection committees please attach a separate list to your email.

Selection Committee Member Names	Chair:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5. Authorisation

- I authorise the booking and processing of the above advertisement and agree to meet all the costs associated with the advertisement.
- In recommending this advertisement, 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.

Authorisation 1 - Head of School/Department/Administrative Unit

Signature	Date
<input type="text"/>	<input type="text"/>
Name	Ext. Number
<input type="text"/>	<input type="text"/>
Position Title	
<input type="text"/>	

Authorisation 2 - Dean/Divisional Director

Signature	Date
<input type="text"/>	<input type="text"/>
Name	Ext. Number
<input type="text"/>	<input type="text"/>
Position Title	
<input type="text"/>	

Endorsement - Functional Head (if required under current restrictions)

Signature	Date
<input type="text"/>	<input type="text"/>
Name	Ext. Number
<input type="text"/>	<input type="text"/>

6. Checklist

Please use the checklist below to ensure all necessary information has been included on the form and the appropriate documentation is attached. Incomplete or incorrect information may delay advertising.

All Requests

- Have you included the 6 digit cost centre code and the 7 digit fund code?
- Have you emailed the advertisement text (in Word format), a position description (including selection criteria) and other relevant documentation to: adverts@adm.monash.edu.au
- If a Police Records check is required for this position, does the advertisement and position description include the required wording in accordance with the Police Records Check Policy & Procedures?
- If a Working with Children check is required for this position, does the advertisement and position description include the required wording in accordance with the Working with Children check guidelines?
- Have you established and identified all the members of the selection committee?
- Have you included all the requested details regarding the advertisement?
- Have you included the position number?