

Streamlined Advertising Process

Print Advertising Cycle

Reporting

Stream One

Stream Two

Tuesday

Thursday

Weekly

DAY ONE

Request to Advertise and support documentation received by 5pm

DAYS TWO & THREE

Check paperwork and adherence to policy. Determine if paperwork is correct or requires amendments

All correct?

Changes resolved via phone?

Position eligible for AIE and/or Redevelopment?

Proceed to upload adverts onto online job boards and action print (if required)

Recruitment Advertising Officer checks adverts on job boards

Notification email sent out to all relevant client

Print Advertising Required (go to Print Cycle)

Eligible for AIE

Eligible for Redevelopment

AIE report generated from database, formatted and sent by 5pm

Redevelopment Bulletin distributed to redeployees

AIE scan for suitable positions

Expression of Interest (Eoi) received within 7 days?

AIE respond to HR Operations within 24 hours of positions to place on hold

Hold position for AIE

Position to go through AIE process and remain on hold until further notice

If Eoi received job placed on hold for another 7 days for receipt of application

Application received. Position to go through Reployment process and placed on hold until further notice

Print Advertising Required

Print Advertising) report containing Ad Proofs forwarded to Design & Advertising by 4pm

Wednesday

Design & Advertising unit return Ad Proofs to HR Operations

Recruitment Advertising Officer sends Ad Proofs to relevant client for changes/ approval

Client responds to HR Operations with changes/ approval

Final proofs completed and client approvals received by 11am

Recruitment Advertising Officer sends changes/ approval to Design & Advertising Unit for action

Advertisements will be published in the next available newspaper publication (i.e The Australian or The Age)

VCG Ad Data Monday 10.30am

Current (Ex-Ads) Report Tuesday

Print Advertising (No Memo) report Tuesday 4pm

Advancing Indigenous Employment (AIE) Report Every day 5pm

Redevelopment Report Every day 5pm

VCG – Vice-Chancellor’s Group
AIE – Advancing Indigenous Employment

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