

" ATTACHMENT 18 "

CAMPUS: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**STAGE 1A – ROLE SIGN-OFF CHECKLIST:**

	RESPONSIBILITY			AUTHORISED BY	DATE
1	Management	Type of role	New role (e.g. create new) <input type="checkbox"/>		
2			Replacement (e.g. resignation) <input type="checkbox"/>		
3			Fixed term replacement (e.g. maternity) <input type="checkbox"/>		
4			Long term consistent casual (e.g. integration aide) <input type="checkbox"/>		
5	Management	Position Title and detailed Role Description - should include additional safeguarding children wording			
6	Management	Salary/Salary bracket			
7	Management	Hours of work / Time fraction			
8	Management	Commencement date requirement: _____			
9	Admin	Once signed off by the relevant parties, a scanned copy of the Stage 1 form should be emailed to Payroll/HR straight away			
10	Management	Within 3 days following sign-off, please complete the Job Opportunities template and email it to Marketing			

Head of Campus sign-off: \_\_\_\_\_ Date: \_\_\_\_\_ (Required for education and school admin staff)

AND

Principal sign-off: \_\_\_\_\_ Date: \_\_\_\_\_ (Required for education and school admin staff)

OR

General Manager sign-off: \_\_\_\_\_ Date: \_\_\_\_\_ (ONLY required for non-school and non-educational staff)

NB The completion of this form enables HR/Payroll to draft up an initial Letter of Offer at the outset of the recruitment process. This in turn should reduce turnaround times following a candidate being chosen.

## STAGE 1B - JOB OPPORTUNITIES TEMPLATE:

- The template should only be filled in after the 'Stage 1: Role Sign-Off Checklist' is completed
- The template incorporates a description of the information to be included in the right column.
- Please ensure to **replace** what is currently in the template with the relevant information. It is this information that will be available for people to view on the website
- Detailed Role Description: As noted in the template, if you are not including a detailed Role Description, please delete the entire row. If you are including a Role Description, please send through to Marketing (**Shosh Landau**) as a PDF together together with the completed Job Opportunities template. Marketing will then create the link.
- Saving your pdf to send to Marketing: Please save the template stating your campus and then the Position Title (as per the title in the template) in your campus folder. **Do NOT save over the generic template**
- Sending your pdf to Marketing:
  - Ensure you have saved the pdf as 'Campus – Position Title'
  - Ensure you confirm in the email to Marketing the dates the position is to be advertised (note that the final date should match the date applications close as specified in the template)
  - There should only ever be one pdf per position available
  - Ensure to also attach the detailed role description (if applicable)

**EMPLOYEE NAME:** \_\_\_\_\_ **CAMPUS:** \_\_\_\_\_

**STAGE 2 - RECRUITMENT AND SCREENING CHECKLIST:**

	RESPONSIBILITY		AUTHORISED BY	DATE
1	Management	Ensure Stage 1 – Role Sign-Off has been completed and sent to HR/Payroll		
2	Management	Ensure the Job Opportunities template has been sent to Marketing		
3	Management	Follow Advertising Guidelines including safeguarding children statement		
4	Administration	Gather CVs		
5	Management	Shortlist candidates		
6	Management	Date of interview: _____ Interview Q & A Form - include safeguarding children led questions		
7	Administration	Basic Identity Checks – take copy of passport/driving licence AND VIT/WWCC		
8	Interviewing Manager	Complete the Reference Q & A Form – include safeguarding children led questions		
9	Management	Verbal offer made to candidate		
10	Administration	File candidate information in new employee folder – specifically the completed interview and reference questions and answer forms or equivalent information		
11	Administration	Send HR/Payroll the following information ALTOGETHER and via email: 1. New Employee Notification Form 2. Copy of WWCC/VIT registration 3. Copy of CV 4. Notify HR/Payroll of any amendments to the Stage 1 – Role Sign-Off form 5. Completed Stage 2 checklist		

Payroll/HR have up to 10 business days to issue the Letter of Offer and supporting documents

Management/Administration should be aware of the guidelines surrounding volunteers, short-term appointees and minors.

EMPLOYEE NAME: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

**STAGE 3A - PERMANENT CONTRACT STAGE CHECKLIST:**

Commencement Date: \_\_\_\_\_

Documentation sent to new employees is required prior to the commencement date.

	RESPONSIBILITY		EMPLOYMENT STATUS	DATE SENT	DATE RECEIVED
1	HR	Offer of Employment	Permanent		
2	HR	Work Cover Declaration	Permanent		
3	HR	Confidential Declaration	Permanent		
4	HR	ACF Declaration + online training info	Permanent		
5	HR	ICT Agreement	Permanent		
6	HR	Position Description	Permanent		
7	HR	Practice and Behaviour Guidelines	Permanent		
8	HR	Child Abuse Reporting and Allegations Policy	Permanent		
9	PAYROLL	Employee Card	Permanent		
10	PAYROLL	Superannuation Form	Permanent		
11	PAYROLL	Salary Sacrifice	Permanent		
12	PAYROLL	Tax Declaration Form	Permanent		

Please provide the campus administrator with the completed contract stage checklist, completed to date.

If the commencement date is reached and information remains outstanding, please contact the appropriate campus hiring manager to follow up with the new employee.

Administration must ensure that new employees have a valid VIT Registration or WWCC and signed contract before the new employee can start working.

**It is imperative that ALL staff receive a copy of the Practice and Behaviour Guidelines and the Child Abuse Reporting and Allegations Policy along with their Employee Card. The declaration on the Employee Card will be null and void without this documentation.**

EMPLOYEE NAME: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

**STAGE 3B – AD HOC CONTRACT STAGE CHECKLIST:**

Commencement Date: \_\_\_\_\_

Documentation required from new employees prior to the commencement date.

	RESPONSIBILITY		EMPLOYMENT STATUS	DATE SENT	DATE RECEIVED
1	ADMIN	Valid VIT registration / WWCC is received BEFORE commencement of employment	Ad hoc	-	
2	ADMIN	CV	Ad hoc	-	
3	ADMIN	Work Cover Declaration	Ad hoc		
4	ADMIN	Confidential Declaration	Ad hoc		
5	ADMIN	Practice and Behaviour Guidelines	Ad hoc		
6	ADMIN	Child Abuse Reporting and Allegations Policy	Ad hoc		
7	ADMIN	Employee Card	Ad hoc		
8	ADMIN	Superannuation Form	Ad hoc		
9	ADMIN	Salary Sacrifice	Ad hoc		
10	ADMIN	Tax Declaration Form	Ad hoc		
11	MANAGEMENT	References should be checked and information filed	Ad hoc	-	
12	ADMIN	Checklist signed off by hiring manager	Ad hoc	-	

Ad hoc refers to emergency cover and substitute teachers only.

**It is imperative that ALL ad hoc staff receive a copy of the Practice and Behaviour Guidelines and the Child Abuse Reporting and Allegations Policy along with their Employee Card. The declaration on the Employee Card will be null and void without this documentation.**

AUTHORISED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**CAMPUS:** \_\_\_\_\_

**STAGE 4 - INDUCTION PACK CHECKLIST:**

Commencement Date: \_\_\_\_\_

	<b>RESPONSIBILITY</b>		<b>DATE COMPLETED</b>	<b>COMPLETED BY</b>
1	Administration	Employee checklist		
2	Administration	Campus Handbook		
3	Administration	Campus Tour/Map		
4	Administration	Evacuation Procedures		
5	Administration	Health and Safety Policy; Leave Policy; Equal Opportunity & Respectful Workplace Policy		
6	Administration	Schedule meetings and training sessions		
7	Administration	Terms Dates and Timetable		

EMPLOYEE NAME: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

**STAGE 5 - CAMPUS CHECKLIST:**

Commencement Date: \_\_\_\_\_

	RESPONSIBILITY		DATE COMPLETED	AUTHORISED BY
1	Administration	Ensure all documentation outlined in the Contract Stage Checklist has been received		
2	Administration	Confirm the creation of a Staff # for IT/SEQTA/Payroll set up		
3	Administration	Set up meetings with line manager and other relevant people		
4	Administration	Set up meeting with Facilities to get ID tag		
5	Administration	Organise keys		
6	Administration	Organise SEQTA Training		
7	Administration	Compile Employee Induction Pack		
8	Administration	Confirm ACF online training certificate has been submitted with contract		
9	Administration	Scan ALL completed checklists and email to Payroll/HR and hiring manager		