

# ANU Recruit

## Frequently Asked Questions

<b>ACCESS</b>	<p><b>Where can I access ANU Recruit?</b></p> <p>Access to ANU Recruit is located at <a href="http://hr.anu.edu.au/employment-at-anu/recruitment-toolkit">http://hr.anu.edu.au/employment-at-anu/recruitment-toolkit</a>.</p> <p>You will be asked to provide your Uni ID and HORUS password which is used for your Main ANU logon.</p> <p><b>Do I need to fill out any forms to get access?</b></p> <p>All staff are provided with basic Hiring Manager access, however, should you require additional access you will need to complete the <a href="#">HR Systems Form</a> and send to HR Systems (<a href="mailto:hrsystems@anu.edu.au">hrsystems@anu.edu.au</a>) for processing.</p> <p><b>If I have technical issues with ANU Recruit who do I contact?</b></p> <p>Please contact HR Systems. Please contact HR Systems on: 6125 9622 or email <a href="mailto:hrsystems@anu.edu.au">hrsystems@anu.edu.au</a></p> <p><b>If I require recruitment selection support, what do I need to do?</b></p> <p>Contact local HR for your area. If you don't have a local HR area please contact <a href="http://hr.anu.edu.au/contact-us/hr-division-staff/recruitment-and-appointments">http://hr.anu.edu.au/contact-us/hr-division-staff/recruitment-and-appointments</a></p>
<b>TRAINING MATERIALS</b>	<p><b>Where can I access ANU Recruit training materials?</b></p> <p>All training materials are located at <a href="http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources">http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources</a></p> <p><b>If I need support with ANU Recruit in relation to recruitment, attaching applicants, making an offer or job advertising, who do I contact?</b></p> <p>All training materials are located at <a href="http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources">http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources</a> or you should contact your local HR team <a href="http://hr.anu.edu.au/contact-us/hr-division-staff/recruitment-and-appointments">http://hr.anu.edu.au/contact-us/hr-division-staff/recruitment-and-appointments</a></p> <p><b>I don't understand what all the different roles/terms within ANU Recruit mean?</b></p> <p>Please refer to the ANU Recruit Glossary which is located at <a href="http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources">http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources</a></p>

<b>JOB CARD</b>	<p><b>What is a Job Card?</b></p> <p>A Job Card is the record containing all information relating to the job vacancy being advertised for filling, including: position details, approval workflow, approvers, advertisement text, and selection documentation.</p> <p><b>When I update the Job Card, is the Advertisement updated automatically?</b></p> <p>No. Any changes to the job card do not automatically transfer to the advertisement. You will need to contact HRD to advise them of the changes (<a href="mailto:hrd.recruitment@anu.edu.au">hrd.recruitment@anu.edu.au</a>) or alternatively place a note within the job card of what changes have been made and submit a task to Central HR for actioning.</p> <p><b>When I attach the position description, what category do I assign to it?</b></p> <p>When attaching a Position Description within the Documents section of the Job Card the Position Description category should be selected.</p>
<b>JOB APPROVALS</b>	<p><b>What happens if a job approver is away?</b></p> <p>Your College/Divisional HR Staff will be able to change the approver and approvals can also be completed via ipad or phone if necessary.</p> <p><b>How do jobs get approved?</b></p> <p>Hiring Managers can select a delegate to approve the Job Card. If you are unsure check the delegations page to ensure they are selecting the correct delegate for your area.</p>
<b>SELECTION COMMITTEE</b>	<p><b>If I want to add a non ANU Staff member on a Selection Committee Member, how do I add them to the Job Card?</b></p> <p>Only HR Systems can do this. Please contact HR Systems on: 6125 9622 or email <a href="mailto:hrsystems@anu.edu.au">hrsystems@anu.edu.au</a></p> <p><b>What happens with applications that are in an 'Incomplete' status?</b></p> <p>If the application is not submitted, it remains in an "incomplete" status. Selection Committee Members cannot see these applications, only Recruitment Selection Support can see all the applications.</p> <p><b>What records are kept on ANU Recruit that could be accessed under Freedom of Information (FOI)?</b></p> <p>All Selection Committee member comments recorded in ANU Recruit in relation to a candidate could be accessed via a FOI request.</p>

<p><b>CASUAL EMPLOYMENT AND APPOINTMENTS WITHOUT ADVERTISEMENT</b></p>	<p><b>What process do I follow for a non-advertised appointment?</b></p> <p>Please refer to the Recruitment Manual, available at <a href="http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources">http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources</a></p> <p><b>Why is there only one approver for Appointment without Advertisement jobs?</b></p> <p>When creating a job within ANU Recruit for Appointments without Advertisement, the Hiring Manager is the approver on the Job Card. Approvals are completed on the Offer Card by the Hiring Manager, Finance Endorsement, Delegation D3 eg CGM, RS or SD Director and Delegation 142 - Contract Signatory.</p> <p><b>If a Hiring Manager requests a casual employee for 12 months or longer, will the system allow them to do this or will something be set up for a maximum of 12 months for casuals?</b></p> <p>ANU Recruit does not have the functionality to check the start and end dates to ensure they are 12 months or longer.</p> <p><b>Why do we need to add the annual salary to the offer card?</b></p> <p>The base salary is a mandatory field. If there is no base salary, for example: casual or sessional staff, you can enter 0 into this field.</p> <p>Reminder emails are sent three days before closing date advising the candidate they have not completed their applications and that it will be deleted in 7 days if they don't submit their application. After 7 days the application is deleted and the applicant is notified.</p> <p><b>Can casual employees be appointed to a job in ANU Recruit if they are not an active employee in HRMS?</b></p> <p>Casuals can be added to ANU Recruit at any time.</p>
<p><b>CCF AND VARIATIONS</b></p>	<p><b>Can we do conversions to CCF/continuing, permanent transfer in the system?</b></p> <p>Yes. Please refer to ANU Recruit Manual for procedures on conversions, extensions, and appointments without advertisement located at <a href="http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources">http://hr.anu.edu.au/about-hr/hr-systems/anu-recruit-resources</a>.</p> <p>Transfers will be a result of an advertised or non-advertised appointment.</p>

<b>APPLICANT CARDS</b>	<p><b>What happens when an applicant withdraws their application?</b></p> <p>When an applicant withdraws their application, the system automatically updates the applicant's card to reflect they have withdrawn from the job.</p> <p>Within the applicants portal the application is removed from their screen and is no longer visible.</p> <p><b>Does a Hiring Manager have the capacity to add applicants to positions?</b></p> <p>No, Hiring Managers do not have access to add applicants to positions, only Recruitment Selection Support has this access.</p>
<b>OFFER CARD</b>	<p><b>What is an Offer Card?</b></p> <p>An Offer Card is the record containing information regarding an offer of employment, including: applicant being made the offer, offer contract, remuneration, on-boarding form, approvers, and approval workflow.</p> <p><b>Who is responsible for creating, generating and issuing the contract?</b></p> <p>Recruitment Selection Support are responsible for creating, generating and issuing all contracts.</p> <p><b>Why do we need to add the annual salary to the offer card?</b></p> <p>The base salary is a mandatory field. If there is no base salary, for example: casual or sessional staff, you can enter 0 into this field.</p> <p>Reminder emails are sent three days before closing date advising the candidate they have not completed their applications and that it will be deleted in 7 days if they don't submit their application. After 7 days the application is deleted and the applicant is notified.</p>
<b>STAFF FILESJOB APPROVALS</b>	<p><b>Do we still need to create recruitment files?</b></p> <p>Yes until the ERMS project is deployed.</p> <p><b>How does the paperwork become part of the staff member's file?</b></p> <p>In the interim use printer icon in the top-right hand corner of ANU Recruit, which allows the user to print off the document or save as a PDF to be filed or sent electronically.</p> <p><b>What happens if a job approver is away?</b></p> <p>Your College/Divisional HR Staff will be able to change the approver and approvals can also be completed via ipad or phone if necessary.</p>