

## DIRECT APPOINTMENT JUSTIFICATION FORM

This form is to be used when recommending that a staff member or candidate be directly appointed to a position without advertisement, under clause 4.3 the Recruitment Procedure.

A Recruitment and Justification E-form for the proposed position should be approved prior to submission.

Section 5: Justification should address the criteria and be completed with support from your faculty or division [HR Advisor](#).

Once Section 7: Endorsement is complete, forward the form to your HR Advisor who will submit the form to the relevant approver.

### 1. STAFF MEMBER/ CANDIDATE DETAILS

<b>Staff ID:</b>		<b>Given Name(s):</b>		<b>Family Name:</b>	
<input type="checkbox"/> Current University of Adelaide staff member <small>(provide details in section 2)</small>			<input type="checkbox"/> Not currently employed by the University of Adelaide <small>(continue to section 3)</small>		

### 2. STAFF MEMBER'S CURRENT POSITION (if applicable)

<b>Position Title &amp; Number:</b>		<b>Classification:</b>		<b>FTE:</b>	
<b>Contract Type:</b>	<input type="checkbox"/> Continuing <input type="checkbox"/> Fixed Term <input type="checkbox"/> Casual	<b>Contract Start Date:</b>			
<b>Fixed Term Category:</b>	Choose an item.	<b>Contract End Date:</b>		<input type="checkbox"/> N/A	
<b>Faculty or Division:</b>		<b>School or Branch:</b>			

### 3. STAFF MEMBER/ CANDIDATE'S PROPOSED POSITION

<b>Position Title &amp; Number:</b>		<b>Classification:</b>		<b>FTE:</b>	
<b>Contract Type:</b>	<input type="checkbox"/> Continuing <input type="checkbox"/> Fixed Term	<b>Contract Start Date:</b>			
<b>Fixed Term Category:</b>	Choose an item.	<b>Contract End Date:</b>		<input type="checkbox"/> N/A	
<b>Faculty or Division:</b>		<b>School or Branch:</b>			
Has a Recruitment & Justification E-form been approved?		Choose an item.	E-form Number		
<b>Additional Details:</b>					

### 4. APPLICABLE RECRUITMENT PROCEDURE CLAUSE

Exemption from the requirement for a position to be competitively advertised under clause 4.3 of the Recruitment Procedure and directly appointed can be sought in the below circumstances.

Tick the box to indicate the circumstances that apply to the direct appointment recommendation:

- where a fixed term position of less than 12 months was originally filled without advertisement, and it is determined that the position needs to continue beyond the original contract term or is identified as being required on a continuing basis without advertising

or

- where the position is continuing or fixed term for more than 12 months and there are **exceptional circumstances**

**Exceptional Circumstances**

*Circumstances which are out of the ordinary, and which would create unnecessary and/or unwarranted hardship or disadvantage to the applicant or the University. Exceptional circumstances will be granted only if adequate justification is provided, for example the strategic appointment of a senior manager or the appointment of an individual with highly specialised expertise may be considered exceptional circumstances,*

**5. JUSTIFICATION** (to be completed with support from your [HR Advisor](#))

Provide a brief overview of the background of the position/ research program and staff member, and the business case for why a direct appointment is justified, with reference to the criteria outlined in Section 4.

**Background Information:****Reason:**

A direct appointment is required because:

- 1.
- 2.
- 3.
- 4.

**6. RECOMMENDATION** Head of School or Director**Name & Position:****Signature:****Date:****7. ENDORSEMENT** Executive Dean or Corporate Manager**Name & Position:****Signature:****Date:****8. FINAL APPROVAL** Executive Director, Human Resources, or the Chief Operating Officer, Deputy Vice-Chancellor and Vice-President, or the Vice-Chancellor and President.

*The endorsed form is to be sent to the faculty or division HR Advisor who will submit the form for approval.*

**Name & Position:****Signature:****Date:**