



THE UNIVERSITY
of ADELAIDE

Secondment Register

Information Sheet

Secondment Register

How do I register for secondment opportunities?

Access the internal careers website at <http://internalcareers.adelaide.edu.au/ci/en/listing/> and find the secondment register campaign. You will need to complete an online application form and submit a resume as part of the registration process.

Why should I register for secondments?

We want to encourage our staff to seek opportunities for development across the University, secondments will give you:

- Structured, hands on experience in a new area
- Increased exposure to other parts of the University
- Increased self confidence in your ability to learn new capabilities
- Opportunity to gain new knowledge and ideas

Will I be able to indicate my interest in working in a specific area or level?

You will be able to choose what type of opportunity you are looking for within the online application form either by classification level or by area of interest, e.g. finance, human resources etc.

How will Hiring Managers know I am interested in secondments?

All trained Hiring Co-ordinators will have access to the secondment register within the Recruitment System. If they have a potential secondment opportunity they will be able to search the register for your details.

Do I need to tell my Manager I have registered?

You do not need to tell them, however we encourage you to because you will need their permission to release you from your current role should an opportunity arise. Also, if they are a Hiring Co-ordinator within the Recruitment System they will be able to view your details within the Secondment Register.

Are secondments accessed via the secondment register merit-based?

Only appointments to opportunities which are at least advertised internally are considered to be merit-based. If you are approached for a secondment via the secondment register you will not be considered to have been selected on a merit.