

Some minor changes have been made to the University of Adelaide Recruitment Justification E-Form that will be effective Monday 25th November. The changes aim to provide clearer explanation of required information for the form and consolidate information requested where possible. There are several new fields that have been introduced to support information needed for compliance requirements.

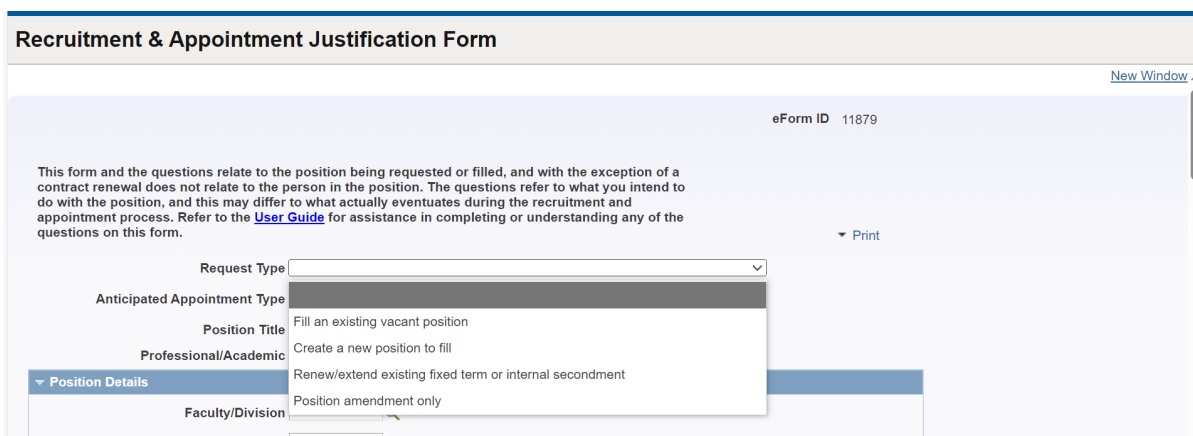
Below are:

- Screenshots of the key changes.
- Approvals in Progress – How to view

KEY CHANGES

1. Request Type Field

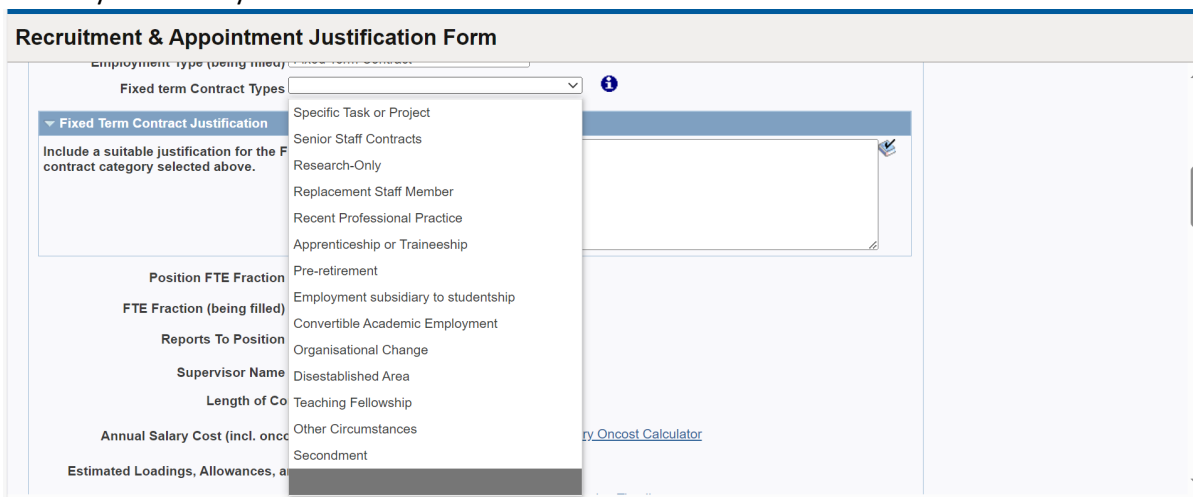
The explanation of the request type has been more clearly defined to assist correct selection of the action you wish to undertake.



The screenshot shows the 'Recruitment & Appointment Justification Form' with the 'Request Type' dropdown menu open. The menu options are: 'Fill an existing vacant position', 'Create a new position to fill', 'Renew/extend existing fixed term or internal secondment', and 'Position amendment only'. The form also displays 'eForm ID 11879' and a 'Print' button.

2. Fixed Term Contract Type – New Field

When you select to fill a position that is fixed term, you will be prompted to provide the relevant contract type that aligns to the University of Adelaide Enterprise Agreement as applicable. The fixed term contract type is important to consider at the outset of appointing positions to ensure compliance with these. This [summary sheet](#) will assist with further information. If you are unsure of which contract type please contact your [HR Advisor](#) or the [HR Service Centre](#) and they can assist you.



The screenshot shows the 'Recruitment & Appointment Justification Form' with the 'Fixed term Contract Types' dropdown menu open. The menu options include: 'Specific Task or Project', 'Senior Staff Contracts', 'Research-Only', 'Replacement Staff Member', 'Recent Professional Practice', 'Apprenticeship or Traineeship', 'Pre-retirement', 'Employment subsidiary to studentship', 'Convertible Academic Employment', 'Organisational Change', 'Disestablished Area', 'Teaching Fellowship', 'Other Circumstances', and 'Secondment'. The form also displays 'eForm ID 11879' and a 'Print' button.

3. Fixed Term Contract Justification – New Field

To capture why the selected contract type has been selected, you are asked for a short description of the reasons for this. This also assists to ensure the correct contract type is selected.

The screenshot shows the 'Recruitment & Appointment Justification Form'. At the top, 'Position Employment Type' is set to 'Fixed Term Contract'. Below this are several dropdown menus for 'Faculty/Division', '*School/Branch', 'HR Department', 'Salary Administration Plan', 'Classification', 'Employment Type (being filled)', and 'Fixed term Contract Types'. A 'More information' box is overlaid on the right, containing the text: 'If unsure which contract type to select, please contact your HR Advisor or HR Service Centre.' Below the dropdowns is a section titled 'Fixed Term Contract Justification' with a text area for justification and a 'Position FTE Fraction' field.

4. Compliance Questions

To provide all the relevant information needed pertaining to key compliance information, there are 2 additional fields to complete via drop down options.

The screenshot shows the 'Recruitment & Appointment Justification Form' with several compliance questions. At the top, 'Anticipated start date' is followed by a 'Fix Privilegeability Limitation' link. Below are four dropdown questions: 'Is a Working With Children Clearance required?', 'Is a National Police Check required?', 'Will the recruited employee (professional or academic role) be involved in the administration or execution of defence related activities?', and '*Is this position a shift worker?'. Below these are two sections for financial details: 'Financial GL Account Details (Position/Budget) - Who owns the position?' and 'Financial GL Account Details (Job/Salary) - Who is paying for the salary costs?'. Each section contains dropdowns for 'Primary GL Department', 'Primary GL Fund Code (first two digits of project code)', and 'Position Funding Type'.

5. Financial Data Fields

To support the correct information being inputted into the form, minor changes have been made to provide a clearer understanding of the finance information needed in each section of the form

The screenshot shows the 'Recruitment & Appointment Justification Form' with financial data fields. At the top, '*Is this position a shift worker?' is a dropdown. Below are two sections for financial details: 'Financial GL Account Details (Position/Budget) - Who owns the position?' and 'Financial GL Account Details (Job/Salary) - Who is paying for the salary costs?'. Each section contains dropdowns for 'Primary GL Department', 'Primary GL Fund Code (first two digits of project code)', and 'Position Funding Type'. The 'Job/Salary' section also includes a dropdown for 'Job Funding Type' and a checkbox for 'Is the role split funded?'. At the bottom, there is a section for 'Position Justification'.

6. Position Justification Fields

To simplify the form, there is now consolidation of the fields where information is required to support the request.

Recruitment & Appointment Justification Form

Position Justification

Refer to the [User Guide](#) for guidance on what information should be considered and included (not exhaustive) when answering the following justification questions. The information provided should be detailed and comprehensively justify the request.

Provide a detailed explanation outlining why this position needs to be filled.

What is the impact/risk of not proceeding with this request?

Describe the financial implications of this request, how they will be managed, and detail the current budget situation, i.e. is there sufficient budget to accommodate this request in the School/Branch having considered expected workload demands, revenue growth, and future workforce needs? (discuss all applicable financial implications / justifications).

APPROVALS IN PROGRESS – HOW TO VIEW (APPROVERS AND REVIEWING PREVIOUS EFORMS)

Approval in Progress

As eforms may have commenced approval in the previous Format, there will be a period that information fields may appear blank as they were commenced in the original format with previous questions. This information is not lost and can be viewed in the “Attachments” section in PDF. Once you open the attachment, you will be able to view all the information as per the original form completed. You will be able to approve these as per normal.

Position Justification

Provide a detailed explanation outlining why this position needs to be filled.

What is the impact/risk of not proceeding with this request?

Describe the financial implications of this request, how they will be managed, and detail the current budget situation, i.e. is there sufficient budget to accommodate this request in the School/Branch having considered expected workload demands, revenue growth, and future workforce needs? (discuss all applicable financial implications / justifications).

Include a suitable justification for the Fixed term contract category selected above.

Attachments

View Attached Files >

Comments

Reviewing Previouly approved EForms

If fields appear blank, you can view the approved original form in PDF format in the “Attachments” field (above screenshot)

Questions – Contact Us

If you have questions relating to the E-Form changes please contact the [HR Service Centre](#)