

General Notes:

- All forms identified above are required to be signed off by the relevant delegated authority **prior** to forwarding to the HR Service Centre.
- Further information may be found on the recruitment page or casual staff page of the [HR website](#).

Recruitment Action	Forms Required	Other Information
Change a Position	<ul style="list-style-type: none"> • Request to Change a Position 	Used to dis-establish or change the level of a position.
Recruit to a new or existing position	<ul style="list-style-type: none"> • Recruitment Action Form • Position Description 	
Directly appoint to a position	<ul style="list-style-type: none"> • Direct Appointment Action Form • Preferred incumbent's current CV • Referee Check Form 	<p>A vacant position need not be advertised and subsequently a direct fixed term appointment can be made under certain conditions. See Methods of Recruitment Toolkit for further information.</p> <p>Referee Check Form found under "Information and Resources"</p>
Renew a fixed term contract	<ul style="list-style-type: none"> • Recruitment Action Form 	Refer to HR Website – Fixed Term appointments page for fixed term contract renewal provisions.
Secondment to a vacant position or cover a period of approved leave	<ul style="list-style-type: none"> • Recruitment Action Form – select "secondment" • OR • Direct Appointment Action Form – select "replacement employee" 	Internal secondments are fixed term appointments used to fill temporary vacancies for more than 6 months and not greater than 2 years.
Secondment renewal	<ul style="list-style-type: none"> • Request for Renewal of Fixed Term Appointment 	Refer to the Secondment Policy and Procedure for further information.
Acting senior and executive staff appointment	<ul style="list-style-type: none"> • Acting Appointment - Senior and Executive Staff 	Acting Senior and Executive staff appointment can be made under particular circumstances. Please visit our HR website for further details.
Academic institutional Leadership Position	<ul style="list-style-type: none"> • Request for Appointment - Academic Institutional Leadership Positions 	For appointment of Heads of School, Research Centre Directors, Associate Heads of School, Associate Deans, Sub-Deans and Course Directors.
Honorary, visiting and adjunct appointments	<ul style="list-style-type: none"> • Recommendation to Appoint Academic Adjunct Professional or Adjunct Administrator • Recommendation to Appoint Visiting Staff Member 	Honorary, visiting and adjunct (HVA) staff are expected to have equivalent qualifications, teaching experience and research outcomes as paid appointments at the same level. See HR website for further details.