## Process Profile

**Parent Process:**

**Date:** dd/mm/yyyy

**Review Date:** dd/mm/yyyy

### SUB-PROCESS

**BRIEF DESC**

**EXPERT / PH NO**

**Name & Title**

**RESPONSIBLE DEPT**

**LOCATION(S)**

*Where is the process performed?*

*Does it need to be in a fixed location(s)?*

**GOAL**

*Brief desc of the goal of this Process*

**INPUTS**

*What is required for the process to execute?*

**OUTPUTS**

*What is the result of the process?*

**MECHANISMS**

*Systems/Applications*

*e.g Banner, Excel, Access*

**CONTROLS**

*Law* | *Regulation* | *Policy* | *Standards*

**RELATED PROCESSES**

*Are there any processes that precede or are dependent on the outcomes of this process?*

**Key Stakeholders**

**Dept Internal** | **CSU Internal**(including, Committees) | **External (Suppliers, Stat. Bodies, Referral agencies)**

**EVENTS / DATES**

*Approx Date/ Period* | *Event Desc (End of Year, HECS Closing date)*

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<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Comments</th>
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# Sample Process Profile

**Parent Process:** Workforce Management Services  
**Date:** 22/04/2008  
**Review Date:** 01/10/2009

<table>
<thead>
<tr>
<th>SUB-PROCESS</th>
<th>Apply for Reclassification</th>
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<tbody>
<tr>
<td>BRIEF DESC</td>
<td>General staff prepare an application for reclassification for consideration by their supervisor and the Job Evaluation Committee.</td>
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</table>
| EXPERT / PH NO Name & Title | Julie Andrews, Supervisor, Employee Relations  
Ph: x 23456 |
| RESPONSIBLE DEPT | Division of Human Resources |
| LOCATION(S) | Where is the process performed?  
Bathurst Campus on behalf of all staff on all campuses. |
| GOAL | Brief desc of the goal of this Process  
To ensure that changes to positions are captured and appropriately graded. |
| INPUTS | What is required for the process to execute?  
- Position Description that forms the basis of the classification (Org chart attached)  
- Classification descriptors |
| OUTPUTS | What is the result of the process?  
- Successful or un-successful reclassification applications  
- Successful applications updated in Alesco  
- Correspondence to staff (and their supervisors) regarding outcomes of applications |
| MECHANISMS | Systems/Applications  
- Alesco  
- Microsoft Office 2007 suite  
- Videoconferencing System  
- Teleconferencing System  
- Job Evaluation Committee Process |
| CONTROLS (generic level) | Law  
- Privacy Act  
Regulation  
- CSU Reclassification Policy  
Policy  
- CSU Enterprise Agreement  
Standards |
| RELATED PROCESSES | Are there any processes that precede or are dependent on the outcomes of this process?  
- Classify new position |

**Key Stakeholders**  
**Dept Internal**  
- Employee Relations Department  
**CSU Internal(including, Committees)**  
- All staff  
- Job Evaluation Committee |

**EVENTS / DATES**  
**Approx Date/ Period**  
- May and August  
- July and October  
**Event Desc (End of Year, HECS Closing date)**  
Submission dates for Applications  
Advice to applicants |

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<tr>
<td>1.0</td>
<td>25.4.2007</td>
<td>M.Puzo</td>
<td>Review 2009</td>
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