



Position Information:

Position Number

Position Type

Position Title

Work Function

Discipline Code (Academic Only)

Classification Level

Campus

Faculty / Division

School / Section

Employment Status

If Part Time, What Percentage

Appointment Type

If Fixed Term or Secondment, What is the duration?

Salary Account Code

Recruitment Account Code

Targeting:

Do you wish to target this position for a person with a disability? [Plan for People with a Disability](#)

Yes No

Do you wish to target this position for an Indigenous person and/or apply for a subsidy under the Indigenous employment incentive scheme? [Indigenous Strategy](#)

Yes No

Do you wish to target this position as a possible job share?

Yes No

Do you require a search plan for women in senior appointments? [Search Plan for Women](#)
(for Academic Level D or above and General Level 10 or above)

Yes No

Contact Information:

Name and Title of Direct Supervisor for Position

Direct Supervisors Position Number

Contact Phone Number and Email Address

Please supply phone # with area code and prefix

Advertising:

Your vacancy will be advertised in various online and print media, please refer to the [Advertising Strategy](#) for further details.

If you would like your position advertised in any other medium. I.e. Industry Journals. Please indicate below and the advertising text will be emailed to you for your coordination and uploading. Please note that this will incur additional advertising costs.

Yes No Nominated email address

Secondments will be automatically advertised internally through what's new and in web kiosk.

Selection Committee Nominations:

To enable constitution please refer to the [Staff Recruitment and Selection Procedure](#) to assist you with nominating the correct number of panel members with the appropriate positions / levels. Please ensure panel members are aware of their nomination.

Presiding Officer / Committee Member 1.

Committee Member 2.

Committee Member 3.

Committee Member 4.

Committee Member 5.

Committee Member 6.

Funding Verification:

To verify the availability of funds, please use the submit button which will automatically generate an email for you to email this form to the budget centre manager.

Submit to the Budget Centre Manager

If financial advice is required in regards to your budget, please contact Stephen Smith on: 19896 or email budget@csu.edu.au.

I verify there are sufficient funds available to support this request.

Budget Centre Manager	_____	_____	_____
	Name	Signature	Date

Are there any details relating to the availability of funds?

Authorisation:

Once you have received the budget centre managers signature for verification of funds, please forward this requisition to the Dean / Executive Director for approval by utilising the submit button.

Submit to the Dean / Executive Director

I authorise this action and certify that funds are available. I approve the expenditure of the funds associated with recruiting for this position including: advertising, travel, accommodation, interview expenses, removal and other related expenses.

Dean /Executive Director	_____	_____	_____
	Name	Signature	Date

Final Processing:

Once you have obtained finance verification and the Dean / Executive Directors authorisation please email this requisition together with the following to hr@csu.edu.au:

- [Duty Statement](#) (for general positions only), consistent with the [Position Level Descriptors](#) in the University's Enterprise Agreement.
- [Advertising Proforma / Selection Criteria](#) (for academic positions only), consistent with the [Minimum Standards](#) in the University's Enterprise Agreement.

HR Office:

<u>HR Approval</u>	_____	_____	_____
	Name	Signature	Date

<u>Additional Approval</u>	_____	_____	_____
	Name	Signature	Date