

Section 1: The Position

Position Title:		eRecruit Ref No.:
School/Office:		Campus:
Type of Appointment:	Length of Appointment (if fixed-term or secondment):	
Full-Time / Part-Time No. of hours _____ (if PT)	Working with Children Check Required? Yes / No	
Visa Sponsorship Required? Yes No NA	Relocation: Yes No NA As per Policy / Fixed Amount \$ _____	
Is this appointment entitled to a Standard Research Start Up Package? Yes No Value of Package: \$ _____ over a two-year period. Refer to Standard Research Start-Up Funds packages for Academic Staff Guidelines for details of levels and amount that may be granted http://www.westernsydney.edu.au/people_and_culture/opc/opc_forms_and_templates .		
Special Conditions (if any):		
Conflicts of Interest (please write NIL if none):		
No. of applications received:	No. applicants called for interview:	

Section 2: The Recommended Applicant

Recommended Applicant:		
Assessment of recommended candidate in relation to attribute requirements as outlined in the Person Specification:		
If applicable, sighted and signed copies of Original Qualifications attached (staff new to the University): Yes / No		
Recommended Salary:	Level: _____	Step: _____
If Senior appointment, recommended Band, Level and TRP value: _____		
Additional entitlements for Senior appointment (if applicable): _____		
It is University policy that all appointments be offered at step 1 of the relevant salary range. Recommendations to offer appointments at a salary above base level must be fully substantiated in this report.		
If internal applicant, current substantive Level & Step:	Level: _____	Step: _____

Section 3: Referee Reports (minimum of 2 required and reports need to be attached or fully detailed below)

Referee Name:	
Mode of Check Email, Phone, System	
Notes:	
Check completed by:	
Check confirmed ability to satisfy Selection Criteria and Major Responsibilities?	

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Notes:	
Check completed by:	
Check confirmed ability to satisfy Selection Criteria and Major Responsibilities?	

The Selection Committee recommends the appointment be offered to the candidates ranked below, should the recommended applicant decline the offer.

Your Recruitment Advisor will confirm with the Convenor prior to offering appointment to any of the candidates listed below.

Section 4: Interviewed Applicants considered SUITABLE for appointment

Applicant in order of ranking	Assessment of ranked candidate in relation to attribute requirements as outlined in the Person Specification

Section 5: Interviewed applicants considered UNSUITABLE for appointment

Applicant Ranking not required	Assessment

Section 6: Applicants withdrawn from interview

Applicant	Reason if known

Section 7: Recommendation & Approval

The undersigned Selection Committee members recommend appointment as detailed in Section 2:

	Name	Signature
Convenor:	_____	_____
Member:	_____	_____
Member:	_____	_____
Member:	_____	_____
Member:	_____	_____
Member:	_____	_____
Date:	____/____/____	

Appointment

Approved **Not Approved**

as per Delegations (Administrative) Policy – refer link <http://policies.westernsydney.edu.au/>

_____	_____
Name	Signature
_____	____/____/____
Title	Date

Recruitment Partnerships

Office of Human Resources

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