Selection Committee Report

## Section 1: The Position

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| **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

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| 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 CheckEmail, Phone, System  |  |
| Notes: |  |
| Check completed by: |  |
| Check confirmed ability to satisfy Selection Criteria and Major Responsibilities? |  |

| Referee Name: |  |
| --- | --- |
| Mode of CheckEmail, Phone, System  |  |
| 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

| Applicantin order of ranking | Assessment of ranked candidate in relation to attribute requirements as outlined in the Person Specification |
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## Section 5: Interviewed applicants considered UNSUITABLE for appointment

| ApplicantRanking not required | Assessment |
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## Section 6: Applicants withdrawn from interview

| Applicant | Reason if known |
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## Section 7: Recommendation & Approval

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| The undersigned Selection Committee members recommend appointment as detailed in Section 2: |
|  |  | Name |  | Signature |  |
| Convenor: |  |  |  |  |  |
| Member: |  |  |  |  |  |
| Member: |  |  |  |  |  |
| Member: |  |  |  |  |  |
| Member: |  |  |  |  |  |
| Member: |  |  |  |  |  |
| Date: |  | \_\_\_\_\_\_/\_\_\_\_\_\_/ \_\_\_\_\_\_ |  |  |  |  |
|  |  |  |  |  |

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| --- |
| **Appointment** **Approved / Not Approved**   **(circle as appropriate)****as per Delegations (Administrative) Policy – refer link** [**http://policies.westernsydney.edu.au/**](http://policies.westernsydney.edu.au/)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Name Signature****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_** **Title Date** |

|  |  |
| --- | --- |
| **Recruitment Partnerships**Office of Human ResourcesP: (02) 9852 5422 E: RecruitmentPartnerships@westernsydney.edu.au |  |