Unit Convenor, Department Administrator or HOD identifies need for new casual academic staff that cannot be satisfied by reappointment.

Are there appropriate existing staff?

Unit Convenor contacts casual to discuss employment based on role requirements, merit and performance.

Is casual suitable for job?

Unit Convenor seeks approval from HOD or Delegate for casual's appointment.

Is casual available for job?

Does casual accept expected casual job opportunity?

Does HOD or Delegate approve?

End of Process.

Are there suitable EOI respondents?

Department contact works with HR contact to put job ad on MQ Website.

Do candidates apply?

Department conducts search on their own networks.

Unit Convenor discusses expected casual job opportunity with candidate.

Unit Convenor selects suitable EOI respondents to interview.

Unit Convenor confirms casual has right to work in Australia and appropriate qualifications.

Is casual eligible and available for the job?

Unit Convenor or Department Administrator sets up interview (s)/assessment/meeting to discuss employment based on role requirements, merit and performance.

Potential casual academic staff attends interview/assessment/meeting.

Is candidate appointable for this role?

Department Administrator or Unit Convenor conducts reference checks.

Does casual pass reference check?

Unit Convenor or Delegate seeks approval from HOD or Delegate for casual's appointment.

Does HOD or Delegate approve?

Unit Convenor discusses expected casual job opportunity with candidate.

Does casual accept expected casual job opportunity?

End of Process.

Y

N

Pool administrator updates pool accordingly.

Target existing Casual Academic Staff first?

Does department operate a pool?
Unit Convenor, Department Administrator or HOD identifies need for casual academic staff that cannot be satisfied by reappointment of existing casual staff

Candidate identified

Appropriate staff member(s) interview candidate

Is Candidate appropriate

Yes

Appropriate staff member conducts reference check

No

Appropriate staff member conducts qualification check

Appropriate staff member conducts right to work in Australia check

HOD or delegate signs off that Candidate has been interviewed, reference checked, qual checked and right to work in Australia checked

End of Casual Academic recruitment process

Casual Academic Onboarding Process