

Advertise Vacancy

Tutorial - Complete and submit a request to hire form

Welcome to QSS Tutorial on completing the online Request to Hire form

The aim of this tutorial is to equip you with the necessary knowledge and skills to effectively complete an Advertising Request for Smart Jobs and Careers, Online media (e.g. Career One) and Press Advertising.

After completing this tutorial you will:

- a) Understand and know the advertising process including timeframes
- b) Be able to complete the online Request to Hire form (known as RTH)

Staff who have not advertised a vacancy previously or those who do so infrequently will benefit from working through the entire tutorial. More experienced advertisers may like to target specific step using the table of contents.

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Request to Hire Overview

The Request to Hire is also known as the RTH. This form is used to advertise Queensland government vacancies on the Smart Jobs and Careers Website and other media including commercial websites and press. The RTH is an online form that enables the completed form to be sent via email to the nominated approving officers and once approved received by QSS Recruitment Team for processing.

The following workflow details how the online form is communicated to the various roles involved in the process via email. Included in the workflow is:

- a) Relaunching or changing an RTH
- b) Approval process
- c) Publication of the advertisement


Before completing an RTH, it is important to note that the form cannot be partially filled and saved. The form must be completed in one session to ensure the data is retained. Therefore, it is recommended that all the required information is at hand prior to completing the RTH.

A message alerting Hiring Managers to this restriction is contained in Step 1 – Requestor Details.

The form also contains information about the processing times relating to the advertising process.

1.1 Features of the RTH

Features available throughout the form include:

- Mandatory fields – identifiable by a red asterisk
- Drop down fields containing selectable values
- List field that allow multiple values to be selected
- Spell check functionality available on some fields – identified once the field has been clicked in by an  icon
- Question mark icons that contain specific information to assist in completing fields
- Data is retained as Hiring Manager moves through the form

Request to Hire – Flow Chart v3.0



2 Step 1 Requestor Details

There are four steps involved in completing the RTH. On the right hand side of the header row Hiring Managers can clearly see which step they are currently working in as it is shaded red.

The requestor details gathers information about the person filling out the RTH. The term 'Hiring Manager' also refers to the person filling out the form and not a workgroup manager or similar position.

The screenshot shows the 'Request to Hire' online form for the Queensland Government, specifically Step 1: Requestor Details. The header includes the Queensland Government logo and the title 'Request to Hire'. A progress bar at the top indicates four steps, with Step 1 highlighted in red. An 'Important Note' states that the form has a 2-hour idle time-out and that any data entered will not be saved if the user becomes inactive. Below this, 'Processing times' are listed for different advertising channels. The form contains several fields: two dropdown menus for 'Have you printed out the checklist?' and 'Have you accessed your department's Establishment and collected the information set out in the checklist?'; text input fields for 'Hiring Manager's Name', 'Hiring Manager's Email', and 'Hiring Manager's Phone Number'; and two more dropdown menus for 'Will the Hiring Manager also be the Contact Person for the vacancy?' and 'Will the Hiring Manager also be the Panel Chair for the vacancy?'. A 'Department' dropdown menu is at the bottom. 'Cancel' and 'Next' buttons are located at the bottom right of the form area.

Queensland Government Request to Hire

Step 1 - Requestor Details Step 1 Step 2 Step 3 Step 4

Important Note: The Request to Hire online form has an **idle time-out of 2 hours**. Should the form time-out due to **inactivity** any data entered **will not be saved**. A new Request to Hire must be raised

Processing times (these will only apply if this form is completed correctly):

- If your advertisement is to appear on the Smart jobs and careers site **only** - it will appear within 3 working days of when the form is submitted to QSS.
- If your advertisement is to appear on commercial job sites/newspapers **and** the Smart jobs site - the deadline for sending it to QSS is **12 noon Thursday** to appear the following week.

Have you printed out the [checklist](#) to help you fill out this form quickly and correctly? Please Select *

Have you accessed your department's Establishment and collected the information set out in the checklist? Please Select *

Hiring Manager's Name: [Text Field] ABC

Hiring Manager's Email: [Text Field] *

Hiring Manager's Phone Number: [Text Field] *

Will the Hiring Manager also be the Contact Person for the vacancy? Please Select *

(the contact Person's name will appear on the role description to answer queries about the vacancy)

Will the Hiring Manager also be the Panel Chair for the vacancy? Please Select *

(applications will be forwarded to the Panel Chair)

Department: Please Select *

Cancel Next

2.1 Checklist

The Checklist is for your internal use

The Checklist covers information you should have on hand or have considered prior to completing the request to hire. If this is your first time completing a Request to Hire it may also be useful to familiarise yourself with 'a guide to available media' available on the QSS customer site which outlines the mandatory requirements for advertising.


<http://ssa.govnet.qld.gov.au/hr/recruitment/advertising/media/index.htm#a10>

The drop down field contains 'Yes' and 'No' options for selection.

2.2 Accessing your department's Establishment

“Yes’ or ‘No’ options can be selected to identify if the department’s establishment has been assessed and information collected as set out in the checklist.

2.3 Hiring Manager's Name

The person completing the form is referred to as the Hiring Manager. This field is free text and contains a spell check feature. Once entered into, this field will display  icon referred to in 1.1 Features of the RTH above.

2.4 Hiring Manager's Email

This field is free text and the Hiring Manager enters their work email address.

2.5 Hiring Manager's Phone Number

This field is free text and the Hiring Manager enters their work phone number.

2.6 Will the Hiring Manager also be the Contact Person?

The contact person is the name that will appear on the role description to answer queries about the vacancy?

‘Yes’ and ‘No’ options are available in the drop down list.

If ‘Yes’ is selected, the information entered in Hiring Manager's Name; Hiring Manager's Email and Hiring Manager's Phone Number fields is pre-populated in the contact information fields at Step 2 .

If ‘No’ is select, the contact information fields at Step 2 will remain blank.

2.7 Will the Hiring Manager also be the Panel Chair?

The panel chair is the person who will be forwarded the applications.

‘Yes’ and ‘No’ options are available in the drop down list.

If ‘Yes’ is selected, the information entered in Hiring Manager's Name; Hiring Manager's Email and Hiring Manager's Phone Number fields is pre-populated in the panel chair information fields at Step 2 .

If ‘No’ is select, the contact information fields at Step 2 will remain blank.

2.8 Department

This is a drop down list containing departments and statutory authorities.

The field will only allow one value to be selected.

To select, click on the relevant department/authority and it will appear in the field.

To move to Step 2, click the next button.

3 Step 2 Position Details

This step is sectioned into

- Position Details
- Advertising Details
- Documents to be attached
- Contact Details

3.1 Position Details

3.1.1 Department

This field will be pre-populated from data selected in the department field from Step 1.

3.1.2 Sub Agency

This field is used to identify the HR System or systems where your department's position numbers and organisational structure is stored.

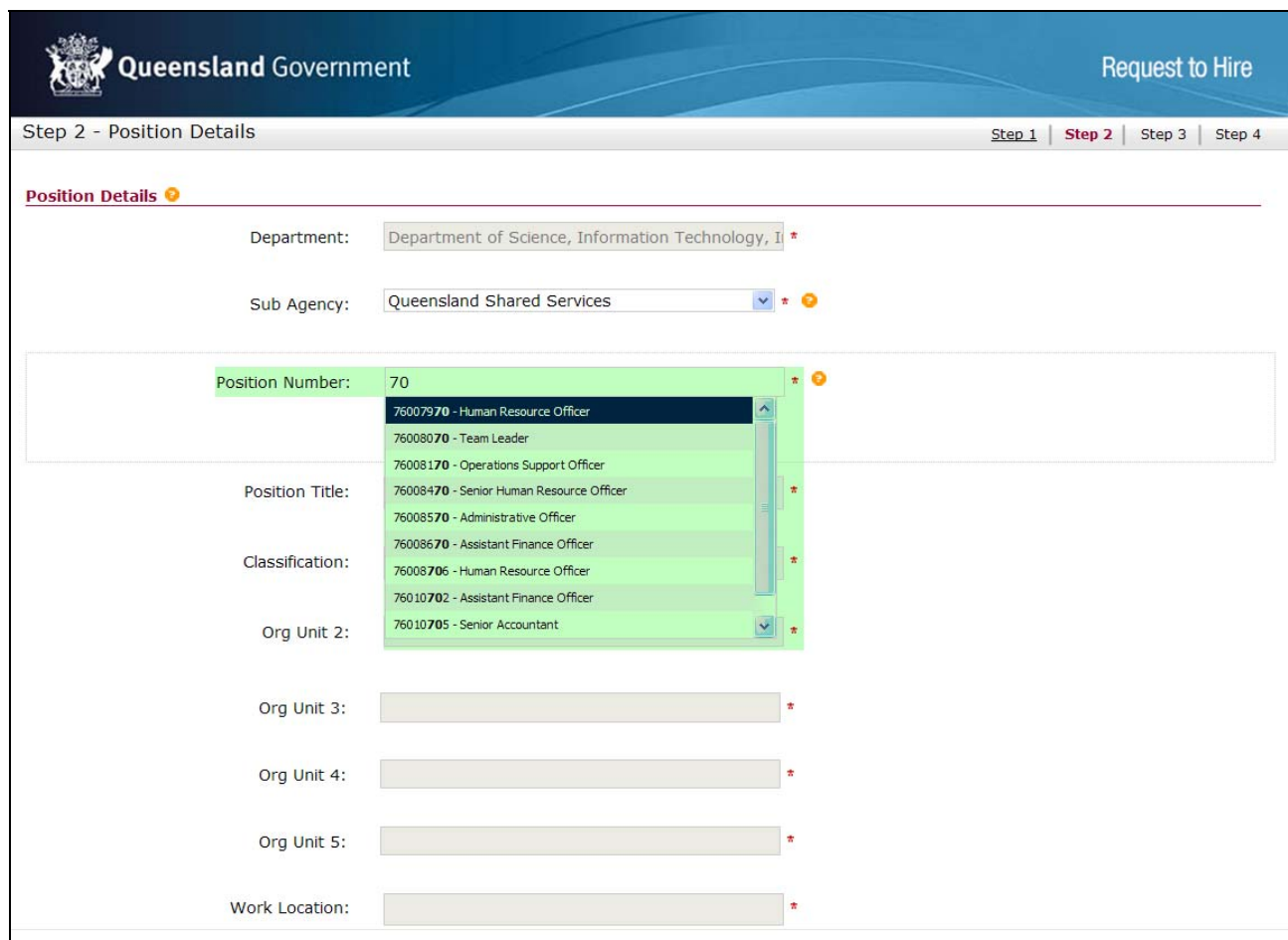
Select the relevant sub-agency that this position belongs to.

3.1.3 Position Numbers

Position numbers are downloaded fortnightly from the Human Resource Information System (HRIS) for each department. If the position number entered does not appear in the list provided this may be due to the fact that the most current changes have not been downloaded or an appropriate establishment position change form has not been submitted.

If this is the case please – refer to the section in this tutorial on how to complete the RTH where the [position has not been created or is not displayed in the current download](#).

This field is designed to display a list of position numbers once the Hiring Manager commences entering the number into the field. Entering more numbers into the field will narrow the options in the list.



The screenshot displays the 'Request to Hire' (RTH) form for the Queensland Government, specifically Step 2 - Position Details. The form is titled 'Position Details' and includes a progress bar at the top indicating the current step. The fields are as follows:

- Department:** Department of Science, Information Technology, I *
- Sub Agency:** Queensland Shared Services *
- Position Number:** 70 *
- Position Title:** *
- Classification:** *
- Org Unit 2:** *
- Org Unit 3:** *
- Org Unit 4:** *
- Org Unit 5:** *
- Work Location:** *

The dropdown menu for the Position Number field is open, showing a list of position numbers and titles:

- 76007970 - Human Resource Officer
- 76008070 - Team Leader
- 76008170 - Operations Support Officer
- 76008470 - Senior Human Resource Officer
- 76008570 - Administrative Officer
- 76008670 - Assistant Finance Officer
- 76008706 - Human Resource Officer
- 76010702 - Assistant Finance Officer
- 76010705 - Senior Accountant

Once the required position number is identified in the list it can be selected by clicking on it and will appear in the field.

Once the position number is selected the following fields will be pre-populated:

- Position Title
- Classification
- Organisational Unit 2 to 5 (If your position sits at organisational level 2 it will display a blank value at org unit 3, 4 & 5)
- Work Location

The screenshot displays the 'Request to Hire' form for the Queensland Government, specifically Step 2 - Position Details. The form is pre-populated with the following information:

- Department:** Department of Science, Information Technology, I *
- Sub Agency:** Queensland Shared Services *
- Position Number:** 76008570 *
- ☐ Position new to establishment?
- Position Title:** Administrative Officer *
- Classification:** AO1 *
- Org Unit 2:** Client Services (Finance) *
- Org Unit 3:** Transactional Business Services *
- Org Unit 4:** Accounts Payable *
- Org Unit 5:** Accounts Payable (4086) *
- Work Location:** Toowoomba *

If you are advertising numerous positions, additional position numbers can be entered at the ['Additional Comments / Position Specific Information'](#) field available in the 'Advertising Details' section of this form.

3.1.4 Is establishment different to what appears above?

'Yes' and 'No' options are available in the drop down list.

If the details displayed for the position are correct, select 'No' from the drop down list. And continue to the next question.

If the Hiring Manager believes the position details returned above are incorrect, select 'Yes' from the drop down list.

3.1.5 Position details appear differently

When 'Yes' is selected the following additional fields/features are available:

- Has an establishment form been sent to QSS...drop down field containing 'Yes' and 'No' values

- Tick boxes to the left of the following fields:
 - Position Title incorrect
 - Classification incorrect
 - Org Unit 2 incorrect
 - Org Unit 3 incorrect
 - Org Unit 4 incorrect
 - Org Unit 5 incorrect
 - Work Location incorrect

3.1.5.1 Has an establishment form been sent to QSS...

If 'No' is selected continue to the tick boxes to amend incorrect entries.

N.B. If you have a position number it would seem unusual to select this option. Contact QSS Establishment to confirm validity of position number if in doubt.

If 'Yes' is selected the Hiring Manager will have the opportunity to enter the date the establishment form had been sent. QSS Recruitment can use this date when liaising with QSS Establishment.

The Hiring Manager can select the date from a calendar feature that will open when the 'Date form sent' field is click in, or can click on the calendar icon to the right of the field.

Has an establishment form been sent to QSS establishment management for processing? Yes

Date form sent:

<Prev Today Next>

March 2014

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Clear Close

3.1.5.2 Amending incorrect position details

Click on the tick box to the left of the field containing the incorrect data. This will allow the field to be edited.

Delete the incorrect data and manually type in the correct information.

Repeat for each incorrect field until satisfied all position details are correct.

Position Number: 76008570

☐ Position new to establishment?

Has an establishment form been sent to QSS establishment management for processing? Please Select

☒ Position Title incorrect Administrative Officer

☐ Classification incorrect AO1

☐ Org Unit 2 incorrect Client Services (Finance)

☐ Org Unit 3 incorrect Transactional Business Services

☐ Org Unit 4 incorrect Accounts Payable

☐ Org Unit 5 incorrect Accounts Payable (4086)

☐ Work Location incorrect Toowoomba

Is establishment different to what appears above? Yes

3.1.6 Region

Select region from the list field. Multiple selections can be made by holding down the 'Ctrl' key and left mouse clicking on all relevant values.

Region: Brisbane—CBD
Brisbane—North
Brisbane—South
Brisbane—West
Sunshine Coast
Gold Coast
Ipswich
Logan

Number of Vacancies: 2

3.1.7 Number of Vacancies

This field is a numerical field (e.g. 1). If alpha characters (e.g. one) are entered an error will be returned when Hiring Manager attempts to go to step 3 of the RTH.

If you are advertising for more than 1 vacancy, enter the number here and add additional position numbers in the '[Additional Comments / Position Specific Information](#)' field.


3.1.8 Reason for Vacancy

Select reason from the list field. Multiple selections can be made by holding down the 'Ctrl' key and left mouse clicking on all relevant values.

Reason for Vacancy: New Position
Vacant Position
Replace - Incumbent on Leave
Replace - Promotion/Transfer
Replace - Resignation/Separation
Replace - Restructure
Replace - Secondment/Relieving
Replace - Relinquishing


Functionality of the various vacancy reasons is as follows:

- New Position and Vacant Position – when selected, these do not require additional information
- All other reasons - when selected, the Hiring Manager must also fill out the following additional fields made available:
 - Date Position Vacant
 - Name of Incumbent

Reason for Vacancy:	<div>Replace - Incumbent on Leave</div> <div>Replace - Promotion/Transfer</div> <div>Replace - Resignation/Separation</div> <div>Replace - Restructure</div> <div>Replace - Secondment/Relieving</div> <div>Replace - Relinquishing</div> <div>Replace - Other</div> <div>Reclassification</div>	<div>▲</div> <div>▼</div> <div>★</div>
Date Position Vacant:	<input type="text"/>	
Name of Incumbent:	<input type="text"/>	

3.1.8.1 Date Position Vacant

The Hiring Manager can select the date from a calendar feature that will open when the 'Date form sent' field is click in, or can click on the calendar icon to the right of the field.

Date Position Vacant:	<input type="text"/>																																																		
<div><Prev Today Next></div> <div>March 2014</div> <table><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <div>Clear Close</div>			Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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3.1.8.2 Name of Incumbent

Enter the name of the current occupant/holder recorded against the position.

3.2 Advertising Details

This section details the basis for advertising the vacancy.

3.2.1 Position Type

Select position type from the list field. Multiple selections can be made by holding down the 'Ctrl' key and left mouse clicking on all relevant values.

A link is available to assist Hiring Managers in identifying the definition for [vacancy types](#).

Functionality of the various vacancy types is as follows:

- Permanent Full-time and Casual – when selected, these do not require additional information

- Permanent Part-time – when selected, the Hiring Manager must also fill out the following additional fields made available:
 - Hours per fortnight – this is a numerical field (e.g. 72.5) entering alpha characters will generate an error when moving to next step
 - Full time Equivalent – this is a numerical field (e.g. 0.75) entering alpha characters will generate an error when moving to next step
 - FTE calculator – a link to an excel document containing a calculated to assist in determining part-time hours and Full time Equivalent

Advertising Details ⓘ

On what basis will this vacancy be advertised (click here for definition of [vacancy types](#))

Position Type: ⓘ

Hours per fortnight: *

Full time Equivalent: *

[FTE calculator](#)

- Temporary Full-time and Contract – When selected, the Hiring Manager must also fill out the following additional fields made available:
 - Duration – this is a free text field where the Hiring Manager can enter either a date or a time frame (e.g. 12months)
 - Possibility of extension - 'Yes' and 'No' options are available in the drop down list.

Advertising Details ⓘ

On what basis will this vacancy be advertised (click here for definition of [vacancy types](#))

Position Type: ⓘ

Duration: *

Possibility of extension: ⓘ

- Temporary Part-time - When selected, the Hiring Manager must also fill out the following additional fields made available:
 - Hours per fortnight – this is a numerical field (e.g. 72.5) entering alpha characters will generate an error when moving to next step
 - Full time Equivalent – this is a numerical field (e.g. 0.75) entering alpha characters will generate an error when moving to next step
 - FTE calculator – a link to an excel document containing a calculated to assist in determining part-time hours and Full time Equivalent
 - Duration – this is a free text field where the Hiring Manager can enter either a date or a time frame (e.g. 12months)

- Possibility of extension - 'Yes' and 'No' options are available in the drop down list.

Advertising Details

On what basis will this vacancy be advertised (click here for definition of [vacancy types](#))

Position Type:

Permanent Full-time
Permanent Part-time
Temporary Full-time
Temporary Part-time
Contract
Casual

Hours per fortnight:

(e.g.72.5)

Full time Equivalent:

[FTE calculator](#)

Duration:

Possibility of extension:

Please Select

3.2.2 Is this an Identified Role?

'Yes' and 'No' options are available in the drop down list.

If 'Yes' is selected, the Hiring Manager is stating the position requires the applicant to identify as possessing one of the attributes set out in section 7 of the Anti-Discrimination Act. The Hiring Manager will need to provide wording in the Job Details Section for SJ&C. An example of such position would be the applicants must identify as being of Aboriginal or Torres Strait Islander descent.

3.2.3 Is this a Specified Role?

'Yes' and 'No' options are available in the drop down list.

The term specified is an administrative description of a position that relies on the use of job design techniques in conjunction with the development of position selection criteria to identify specific skills and knowledge required to perform the duties of the position. These skills and knowledge may relate to specific cultures and/or languages, disability issues, gender issues etc that are genuine skill requirement for the performance of the duties of the position.

3.2.4 Choice of advertising media

3.2.4.1 Advertising guide

The [Advertising guide](#) is an information link only and can be used to identify minimal advertising requirements for the various position types.

Wording for advertisements must be entered on the advertising media options form and the information in this guide is useful when completing the advertising media options form.

3.2.4.2 Advertising media options form

The media options form allows the advertisement to be displayed on the relevant advertising mediums. **This form must be completed, saved and attached to the RTH.**

There are two options available in Section 1 of the Advertising media options form:

- Smart Jobs & Careers website only
- Smart Jobs & Carers website and other advertising media

3.2.4.2.1 Smart Jobs & Career website only

When selected the advertisement when published can only be viewed on the Queensland government's Smart jobs & careers (SJ&C) jobs portal for viewing by the general public and Qld Govt employees or by Qld Govt employees only.

Hiring Manager must complete all available fields.

The screenshot shows a web browser window displaying a form for advertising details. The browser's address bar shows 'Enquiries: RequestToHire@ssa.qld.gov.au'. The form has a purple header with the text 'Please fill out the following form. You can save data typed into this form.' and a 'Highlight Existing Fields' button. The form is divided into two sections: 'Section 1: Advertising details' and 'Section 2: Forwarding to QSS'. Section 1 includes a 'Choice of advertising media' section with a checked box for 'Smart jobs & careers website only' and a link to an 'Advertising guide'. Below this is a dropdown menu for 'Select a Smart jobs & careers category' with the text '- Please select one -'. There are also checkboxes for 'to be viewed by' with options 'General public & Qld Govt employees' and 'Qld Govt employees ONLY'. Section 2 includes a 'Wording for ad on Smart jobs & careers site' link and two text areas for 'Short description' (max 900 characters) and 'Job details' (max 4000 characters). A footer note states: 'This form should be saved on your department's networked drive. Once saved, it must be uploaded at the "Documents to be attached" section of the Request to hire online form. Ensure all other relevant documents are also updated into the Request to hire online form.'

3.2.4.2.1.1 Select a Smart jobs & career category

Select the category that best describes the general grouping the position sits under (e.g. administration, engineering, health)

The selected value will appear in the field.

3.2.4.2.1.2 To be viewed by

These tick boxed define who will be able to view advertisements posted onto the SJ&C jobs portal.

- General public and Qld Govt employees
 - When selected advertisements can be viewed by the general public and Qld Govt employees via the world wide web (www.smartjobs.qld.gov.au)
 - All permanent or temporary vacancies greater than 12 months must be available to this audience.
- Qld Govt employees only
 - When selected access to these advertisements is restricted to Qld Govt employees only (www.smartjobs.govnet.qld.gov.au) as denoted by the inclusion of 'govnet' into the web address.
 - Intending applicants must have access to the govnet server to access advertisements published here.

3.2.4.2.1.3 General public and Qld Govt employees and Qld Govt employees only

The fields available for both these options are the same, the only difference between the two options is when the Qld Govt employees only tick box is selected a pop up window will open to remind the Hiring Manager that this option is to be used for temporary vacancies of less than 12 months duration only. Click 'OK' to close the pop up window.

Queensland Government Request to hire Advertising media options	Queensland Government Request to hire Advertising media options
<p>Privacy statement The information being collected in this form is for the purpose of managing your employment and entitlements. The collection of this information is authorised under Chapters 5 and 6 of the Public Service Act 2008. The employing agency may disclose only such information to other Queensland Government agencies or contracted service providers as is necessary for the performance of the HR functions performed by these bodies. Your personal details will not be disclosed to any other third party without your consent, unless required to do so by law.</p> <p>Enquiries: RequestToHire@ssa.qld.gov.au</p> <p>Section 1: Advertising details 1. Choice of advertising media Advertising guide <input checked="" type="checkbox"/> Smart jobs & careers website only example Select a Smart jobs & careers category Administration to be viewed by <input checked="" type="checkbox"/> General public & Qld Govt employees <input type="checkbox"/> Qld Govt employees ONLY Applications to remain current for 12 months <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Questionnaire (to be included in your ad) example Wording for ad on Smart jobs & careers site example Short description * (max 900 characters) (character limit includes targeted vacancy details) example Job details * (max 4000 characters) (character limit includes any notes about the vacancy such as readvertised position details - applications to be resubmitted/applicants need not reapply, mandatory qualifications, identified/specified or targeted vacancy details) example</p> <p>Section 2: Forwarding to QSS This form should be saved on your department's networked drive. Once saved, it must be uploaded at the 'Documents to be attached' section of the Request to hire online form. Ensure all other relevant documents are also updated into the Request to hire online form.</p>	<p>Privacy statement The information being collected in this form is for the purpose of managing your employment and entitlements. The collection of this information is authorised under Chapters 5 and 6 of the Public Service Act 2008. The employing agency may disclose only such information to other Queensland Government agencies or contracted service providers as is necessary for the performance of the HR functions performed by these bodies. Your personal details will not be disclosed to any other third party without your consent, unless required to do so by law.</p> <p>Enquiries: RequestToHire@ssa.qld.gov.au</p> <p>Section 1: Advertising details 1. Choice of advertising media Advertising guide <input checked="" type="checkbox"/> Smart jobs & careers website only example Select a Smart jobs & careers category Administration to be viewed by <input type="checkbox"/> General public & Qld Govt employees <input checked="" type="checkbox"/> Qld Govt employees ONLY Applications to remain current for 12 months <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Questionnaire (to be included in your ad) example Wording for ad on Smart jobs & careers site example Short description * (max 900 characters) (character limit includes targeted vacancy details) example Job details * (max 4000 characters) (character limit includes any notes about the vacancy such as readvertised position details - applications to be resubmitted/applicants need not reapply, mandatory qualifications, identified/specified or targeted vacancy details) example</p> <p>Section 2: Forwarding to QSS This form should be saved on your department's networked drive. Once saved, it must be uploaded at the 'Documents to be attached' section of the Request to hire online form. Ensure all other relevant documents are also updated into the Request to hire online form.</p>

When either of these tick boxes is selected the Hiring Manager must determine if the applications are to remain current for 12 months. Yes and No tick boxes are available and are mutually exclusive (only one can be selected at a time)

If a questionnaire is to accompany the advertisement, the Hiring Manager must provide the questionnaire or questions as an attachment to the RTH

3.2.4.2.1.4 Wording for ad on Smart jobs & careers site

The Short description and the Job details fields allow the Hiring Manager to supply the wording required for the advertisement.

3.2.4.2.1.5 Short description

The short description provided an opportunity for the Hiring Manager to be creative by providing additional information which can be used to attract potential applicants' attention.

The purpose of the position from the role description can be used for this section.

3.2.4.2.1.6 Job details

This section is usually a summary of the key duties and responsibilities/capabilities of the position taken from the role description.

This section must also include any mandatory information/requirements that relate to the position (e.g. licences, degrees, admittance to practice law, etc).

3.2.4.2.2 Smart Jobs & Carers website and other advertising media


When selected the advertisement can be published in various media including:

- Smart jobs & careers website

- External website
- Press

The Smart jobs & careers website fields are visible. This is the minimum media requirement when advertising a vacancy.

If the Hiring Manager wishes to advertise in the other form of media they must click on the appropriate tick boxes.



Queensland
 Government

Request to hire
Advertising media options

Privacy statement
The information being collected in this form is for the purpose of managing your employment and entitlements. The collection of this information is authorised under Chapters 5 and 6 of the Public Service Act 2008. The employing agency may disclose only such information to other Queensland Government agencies or contracted service providers as is necessary for the performance of the HR functions performed by these bodies. Your personal details will not be disclosed to any other third party without your consent, unless required to do so by law.

Enquiries: RequestToHire@ssa.qld.gov.au

Section 1: Advertising details

1. Choice of advertising media [Advertising guide](#)

☒ Smart jobs & careers website and other advertising media [example](#)

Select a Smart jobs & careers category
 Administration

to be viewed by ☐ General public & Qld Govt employees

Wording for ad on Smart jobs & careers site [example](#)

Short description * (max 900 characters) (character limit includes targeted vacancy details) [i](#)

Job details * (max 4000 characters) (character limit includes any notes about the vacancy such as readvertised position details - applications to be resubmitted/applicants need not reapply, mandatory qualifications, identified/specified or targeted vacancy details). [i](#)

☐ External websites (choose one or more)

☐ Press (choose one or more) [example](#)

Section 2: Forwarding to QSS

This form should be saved on your department's networked drive. Once saved, it must be uploaded at the 'Documents to be attached' section of the Request to hire online form.

Ensure all other relevant documents are also updated into the Request to hire online form.

3.2.4.2.2.1 External website

Selecting this media option will allow the Hiring Manager access the following:

- MyCareer
- CareerOne
- Seek
- Other websites

☒ **External websites (choose one or more)**

☐ MyCareer www.mycareer.com.au [example](#) [i](#)

☐ CareerOne www.careerone.com.au [example](#) [i](#)

☐ Seek www.seek.com.au [example](#) [i](#)

☐ Other website

Each of these selections contain additional fields. Hiring Manager must ensure all fields are completed for each media option selected.

The Hiring Manager must also complete all fields pertaining to the wording for ads on external websites.

Wording for ad on external websites	
Nominate the template to be used for ad ^①	
<input type="checkbox"/> Whole of Government template	
<input type="checkbox"/> Other	
Short description * (max 150 characters) ^①	
<input type="text"/>	
In what search location of the site is the ad to appear?	
<input type="checkbox"/> Brisbane <input type="checkbox"/> Other Qld <input type="checkbox"/> other locations	
Work location * (as per your Establishment)	
<input type="text"/>	
<hr/>	
Queensland Shared Services	DSITIA Forms Management 0088 V02 Nov 2013 Page 1 of 2
<hr/>	
Bullet 1 (max 80 characters) (e.g. how will this vacancy be filled, Permanent full time, Temporary full time etc) * ^①	
<input type="text"/>	
Bullet 2 (max 80 characters) (e.g. salary per annum) * ^①	
<input type="text"/>	
Bullet 3 (max 80 characters) (e.g. employee benefits) ^①	
<input type="text"/>	
Main body of Advertisement (max 1760 characters) (Ad Copy) * ^① Advertising guide	
<input type="text"/>	

Some fields, when selected, contain additional fields. Hiring Manager must ensure all fields are completed.

3.2.4.2.2.2 Press

Selecting this media option will allow the Hiring Manager to access the following:

- Courier Mail (standalone)
- Weekend Australian (standalone)
- Regional newspaper
 - This option contains a link to www.newspapers.com.au/QLD/ where the Hiring Manager will find a comprehensive listing of all available press media
- Other publications

<input checked="" type="checkbox"/> Press (choose one or more) example
Please note: The Queensland Government recruitment composites are no longer available to advertise positions of any level. Whole of government branding advertisements will be placed in the Courier-Mail and the Weekend Australian directing applicants to the Smart jobs and careers website. Stand alone or creative advertisements for administrative positions of all levels are no longer available. The only exceptions are: - Advertising of regional and suburban positions in regional and suburban newspapers. - Advertising in community newspapers (e.g. the Koori Mail). - Advertisements of vacancies of an SES level, which may be advertised in metropolitan newspapers. If you wish to run an advertisement in the Courier Mail, the Weekend Australian or interstate metropolitan newspapers, you must seek approval from your Director-General, or equivalent.
<input type="checkbox"/> Courier Mail (standalone)
<input type="checkbox"/> Weekend Australian (standalone)
<input type="checkbox"/> Regional newspaper QLD Regional & Suburban Newspapers
<input type="checkbox"/> Other publications

Each of these selections contain additional fields. Hiring Manager must ensure all fields are completed for each media option selected.

The Hiring Manager must also complete all fields pertaining to the wording for ads on external websites.

Wording for ad on press media

Nominate the template to be used for ad [i](#)

☐ Whole of Government template

☐ Other

Work Location/s * (as per your Establishment)

Queensland Shared Services DSITIA Forms Management 0088 V02 Nov 2013 Page 1 of 2

Key duties * (word limits apply to Key Duties and Skills/abilities combined) [i](#)

Skills/abilities * (word limits apply to Key duties and Skills/abilities combined) [i](#)

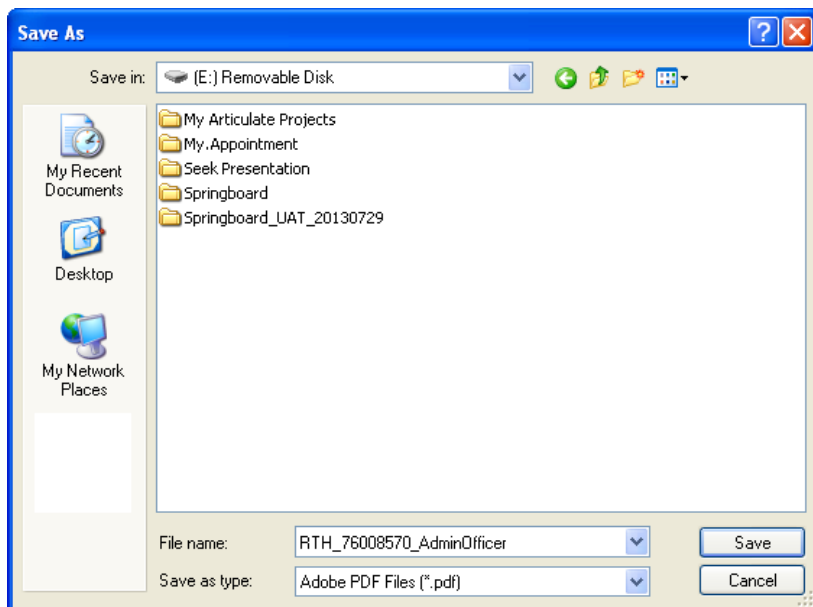
Some fields, when selected, contain additional fields. Hiring Manager must ensure all fields are completed.

3.2.4.3 Save completed Advertising media options form

Once completed the form can be saved and attached to the RTH. To save the form, click on the 'File' menu, then 'Save As' (alternatively, click on the 'save as' icon beneath the 'File' menu). Use the pop up window to locate your appropriate network drive and folder to save the form into.

The screenshot shows a web browser window with the following elements:

- Toolbar:** Includes icons for File, Edit, View, Window, Help, and a 'Save As' icon (floppy disk) highlighted by a green arrow.
- Form Header:** 'Request to hire Advertising media options' with the Queensland Government logo.
- Privacy statement:** A box containing text about data collection and usage.
- Enquiries:** RequestToHire@ssa.qld.gov.au
- Section 1: Advertising details**
 - 1. Choice of advertising media** [Advertising guide](#)
 - ☐ Smart jobs & careers website only [example](#)
 - ☐ Smart jobs & careers website and other advertising media [example](#)
- Section 2: Forwarding to QSS**
 - This form should be saved on your department's networked drive. Once saved, it must be uploaded at the 'Documents to be attached' section of the Request to hire online form.
 - Ensure all other relevant documents are also updated into the Request to hire online form.



3.3 Targeted Vacancy

'Yes' and 'No' options are available in the drop down list.

Selecting yes would indicate the Hiring Manager wants the applicant pool restricted to only current employees, including employees seconded into and out of (departments of list of departments) being eligible to apply.

When 'Yes' is selected the Hiring Manager will be required to enter specific information from the role description relating to the target audience (e.g. departments, external candidates).

Insert specific information from role description relating to targeted departments/external candidates:	
<input checked="" type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-bottom: 5px;">ABC</div> <div style="flex-grow: 1; border: 1px solid #ccc; min-height: 60px;"></div> </div> </div>

3.4 Duration of advertisement

A tick box is provided to select two weeks.

Two weeks (exclusive of public holidays and Xmas/New Year closure periods) is the minimum requirement.

If a longer period is required the Hiring Manager can check the 'Other' tick box and specify the period in the free text field provided.

3.5 Cost Centre/Internal order/WBS and Percentage

This is required for various reasons including any advertisements external to the SJ&C site and gazette notifications.

The fields provided are free text.

Enter the cost centre and percentage. The percentage is a numerical field.

If the percentage entered is less than 100, additional fields are available to enter a second cost centre and percentage.

3.6 Is this vacancy to be advertised as a continuous applicant pool?

'Yes' and 'No' options are available in the drop down list.

A continuous applicant pool is a vacancy that is advertised with no specific closing date. Generally used for position where applicants are continually sought or hard to fill position types. For more information refer to the Public Service Commission guidelines.

3.7 Additional Comments / Position Specific Information

This is an optional free text field where the hiring manager can provide any additional details in relation to the RTH that has not been covered in the previous fields.

Examples of information that may be included are: noting that a preference sheet has been included for multiple vacancies at various locations.

If the applications are to go to an officer other than, or in addition to, the panel chair, the details of the officer can also be entered here (e.g. Name, Email, Phone and Position Title)

Further position information where multiple positions are being advertised.

Character limit for this field is 3250.

3.8 Documents to be attached

Up to ten (10) files may be attached to the RTH.

Only files with an extension of **.doc .pdf .docx .rtf .jpg .jpeg .txt .bmp .gif .png** may be attached.

The following documents **MUST** be attached to the RTH:

- Role Description
- Advertising Media options form

Following are examples of other documents that may be attached:

- Informative information about working for the department
- Questionnaires
- Preference sheets
- Documents in support of multiple position numbers being advertised

3.8.1 Attaching documents

To attach files, select the 'Attach File' button

Documents to be attached

The following forms are mandatory requirements and must be attached to this Request to Hire

- Role Description (In Word format)
- Advertising media options form

Please also attach any other documents that relate to the advertisement of this position. This includes any Questionnaires you might like to use to aid filtering of candidates.

Attach File *

View Attachments

Use the browse functionality to locate the desired document. Note that the file size must not exceed 2MB.

If an unrecognised file type is added, the following message will be returned and no file name will appear in the browse field.

Click the 'Upload File' button to complete the attachment process.

Click 'Close' to return to the RTH.

Repeat this process to upload advertising media options form and any other documents, ensuring that each attachment does not exceed 2MB in size.

3.9 Viewing and removing attachments

- To view attachments click on the 'View Attachments' button. A window will appear with four columns.
 - Clicking the link in the 'File Name' column (the first column) will open the document in the same file format it was uploaded.

Documents			
File Name	Date Uploaded	Uploaded By	
ForUAT_RTH_Advertising Media Options.pdf	20-Mar-2014 13:35	15306 RequestToHire	<input type="checkbox"/>
ForUAT_Questionnaire.doc	20-Mar-2014 13:33	15306 RequestToHire	<input type="checkbox"/>
ForUAT_PD.doc	20-Mar-2014 13:33	15306 RequestToHire	<input type="checkbox"/>
<div>Remove File Close</div>			

- To remove an unwanted document:

- click on the corresponding tick box in the last, unnamed column

- Click the 'Remove File' button

-

3.10 Contact details

If the Hiring Manager indicated 'Yes' they will be the Panel Chair or Contact Person for the vacancy in Step 1 of the RTH, their details will have pre-populated into the following fields:

- Panel Chair Name
- Panel Chair Email
- Panel Chair Phone
- Contact Name
- Contact Email
- Contact Phone

The Hiring Manager must manually enter data into the following fields:

- Panel Chair Position
- Contact Position

If the Hiring Manager indicated 'No' they will not be the Panel Chair or Contact Person for the vacancy in Step 1 of the RTH, all fields in the contact details section will be blank.

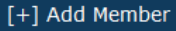
The Hiring Manager must manually enter data into all fields, which are free text, with the phone number being numerical only.


3.10.1 Have Panel Members been selected

'Yes' and 'No' options are available in the drop down list.

If 'No' is selected no action is required.

If 'Yes' is selected, additional contact fields will available to enter the panel members details. All fields are free text, with the phone number being numerical only.

Additional panel members can be added by clicking on the  button.

To remove a member, click the  icon.

4 Step 3 Delegates/Approvers

Any delegates or approvers required by the department to authorise the advertisement process can be entered here.

Always check to ensure the email addresses are entered correctly. Progress of the approval process is dependent on email addresses entered, it is imperative that these are correct.

The RTH allows and escalated approval process to take place, where up to five approvers can either approve or not approve the request.

Agencies may also use this step as a mean of communicating the proposed advertisement to relevant officers for endorsement if need be (e.g. Supervisors, HR Officers, etc).

All fields are free text with only the 1st approver is mandatory.

The screenshot shows the 'Step 3 - Delegates/Approvers' form. At the top, there's a header with the Queensland Government logo and 'Request to Hire'. Below the header, a progress bar shows 'Step 1', 'Step 2', 'Step 3' (highlighted), and 'Step 4'. A note states: 'If financial approval is required please ensure that the financial delegate is entered as an approver.' The form contains a table with columns 'Approver', 'Name', and 'Email'. There are five rows for '1st Approver', '2nd Approver', '3rd Approver', '4th Approver', and '5th Approver'. The '1st Approver' row has red asterisks in the 'Name' and 'Email' fields, indicating they are mandatory. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

5 Step 4 Review Request

The form is presented as read only to review all information entered. Please note that if a non mandatory field did not require data/selection the text 'Not completed' will appear grey shaded and italic in the read only version.

This provides the Hiring Manager the opportunity to ensure all data is correct. **Remember, it is essential for the approver's email addresses to be correct!**

Ensure that the current role description and advertising media options form have been attached.

If the form is correct, select submit


If an error has been identified select the 'Previous' button to move through the steps and update the required field/fields.

The screenshot shows the 'Step 4 - Review Request' form. At the top, there's a header with the Queensland Government logo and 'Request to Hire'. Below the header, a progress bar shows 'Step 1', 'Step 2', 'Step 3', and 'Step 4' (highlighted). The form is titled 'Position Details' with a yellow icon. It contains several fields: 'Department' (Department of Science, Information Technology, Innovation and the Arts), 'Sub Agency' (Queensland Shared Services), 'Position Number' (76008570), and a checkbox for 'Position new to establishment?'. At the bottom, there are two fields: 'Has an establishment form been sent to QSS establishment management for processing?' (Not completed) and 'Date form sent:' (Not completed). The text 'Not completed' is in grey and italic.

5.1 Submit the RTH

Click the 'Submit' button.

The following message will be returned confirming the completion and initiation of the RTH.

 **Queensland Government**

Request to Hire

Request to Hire Complete.

All Done!

Your request to hire has been initiated.

Once this request has been approved by each of the nominated authorities, QSS Recruitment Team will be notified.

If you have any questions about this process please contact the recruitment team.

Thank you.

Close

Click the 'Close' button to close the confirmation window.

5.2 Email confirmation

An automated email will be sent to the Hiring Manager confirming the successful initiation of the RTH approval process.

From: RequestToHire@ssa.qld.gov.au

Sent: Fri 14/03/2014 3:23 PM

To: Lalic, Lou

Cc:

Subject: Request to Hire - DSITIA - Administrative Officer - Position No. 76008570

Queensland Shared Services – Request to Hire

Dear Lou Lalic,

You have successfully initiated a request to hire approval process.

The details of this request are as follows:

- **Position Title: Administrative Officer**
- **Hiring Manager: Lou Lalic**

You are able to view the progress of the your request to hire by clicking [here](#)

This is an automatically generated email, please do not reply.

The email should be retained. It contains basic information about the request and a link to a read only version of the form. It can also be used to track the progress of the approval process as the status is recorded at the bottom of the form in the 'Recruitment Authorities' section.

Recruitment Authorities			
Approver	Name	Email	Status
1st Approver	Jennifer Baker	jennifer.baker@ssa.qld.gov.au	Sent
2nd Approver	Not completed	Not completed	Not completed
3rd Approver	Not completed	Not completed	Not completed
4th Approver	Not completed	Not completed	Not completed
5th Approver	Not completed	Not completed	Not completed

CloseRetract

A status of 'Sent' indicates that the RTH has been sent to the approver to actioning.

A status of 'Pending' indicates that the RTH has not yet arrived.

A status of 'Accept' indicates that the RTH has been accepted by the approver and has moved on.

When the request has been accepted by QSS Recruitment, the Hiring Manager will receive an email confirmation. This is the final advice that will be received by the Hiring Manager.

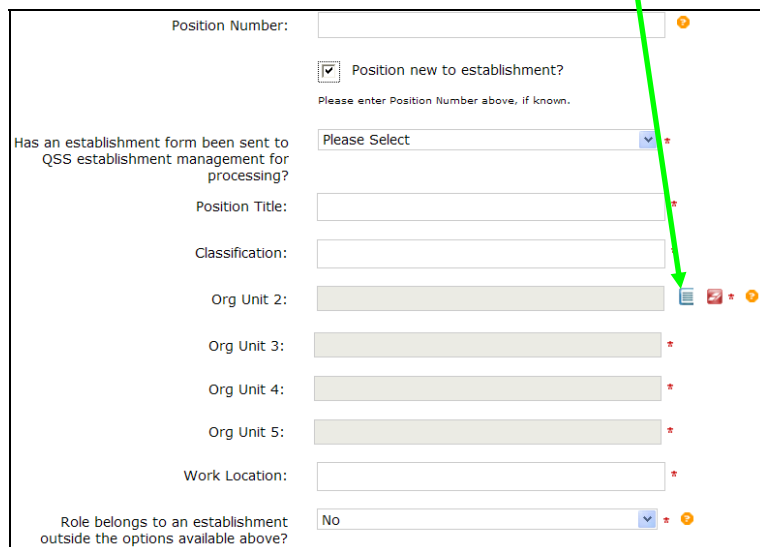
When the role has been processed by the QSS Recruitment Team for publication the Panel Chair will be sent an email advising that the request has been published and the Panel Chair now has access to applications registered online.

6 Position number not displayed in list

If the position number you entered into the position number field is not in the list available (or the [position is new to establishment](#) and there is no number), click on the 'Position new to establishment?' tick box. This will allow you some flexibility in entering organisational data.

When the tick box is selected the following fields/features are available:

- Has an establishment form been sent to QSS...drop down field containing 'Yes' and 'No' values
- The Position Title, Classification and Work Location fields are now free text
- Role belongs to an establishment outside the... drop down field containing 'Yes' and 'No' values
- Org Units must be selected from a list of values icon available to the right of the Org Unit 2 field.



The screenshot shows a form with the following fields and features:

- Position Number:** A text input field with a small orange icon to its right.
- ☒ **Position new to establishment?**
Please enter Position Number above, if known.
- Has an establishment form been sent to QSS establishment management for processing?** A dropdown menu currently showing "Please Select".
- Position Title:** A text input field.
- Classification:** A text input field.
- Org Unit 2:** A greyed-out selection field with a blue list icon, a red asterisk, and an orange icon to its right. A green arrow points to this icon.
- Org Unit 3:** A greyed-out selection field with a red asterisk.
- Org Unit 4:** A greyed-out selection field with a red asterisk.
- Org Unit 5:** A greyed-out selection field with a red asterisk.
- Work Location:** A text input field with a red asterisk.
- Role belongs to an establishment outside the options available above?** A dropdown menu currently showing "No", with a blue list icon, a red asterisk, and an orange icon to its right.

6.1.1 Has an establishment form been sent to QSS...

If 'No' is selected go to [3.5.2 Position Number, Position Title and Classification below](#).

Selecting 'No' will populate the Position number field with 'Not created'

N.B. If you have a position number it would seem unusual to select this option. Contact QSS Establishment to confirm validity of position number.

If 'Yes' is selected the Hiring Manager will have the opportunity to enter the date the establishment form had been sent. QSS Recruitment can use this date when liaising with QSS Establishment.

The Hiring Manager can select the date from a calendar feature that will open when the 'Date form sent' field is click in, or can click on the calendar icon to the right of the field.

Has an establishment form been sent to QSS establishment management for processing? Yes *

Date form sent:

<Prev Today Next>

March

2014

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Clear


Close

6.1.1.1 Position Number, Position Title and Classification

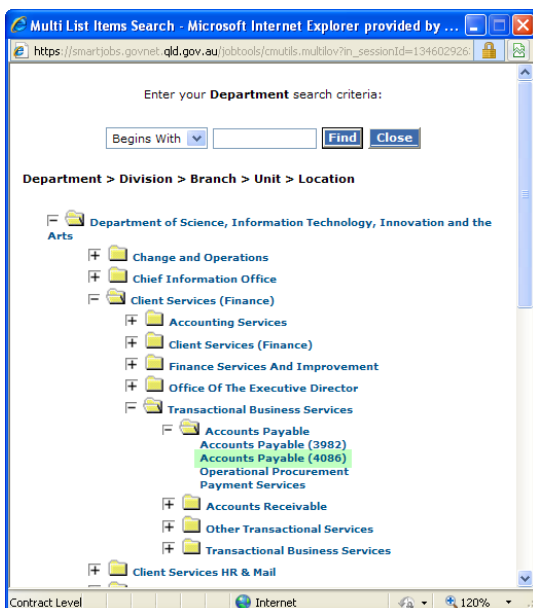
Manually enter data into these fields.

6.1.1.2 Entering Org Units


Click on the list of values as outlined in dot point 4 of ['Position number not displayed in list'](#) above. This will open a multi list search screen for you department's organisational structure.

Click on the  to open the next level and continue until all relevant levels have been selected.

Select the structure that most closely fits where the position actually sits in your organisation. Corrections can be made later if necessary.




To select the desired org unit click on the lowest level. When selected the multi search list will close and Org Units 2 through to 5 will populate (depending on the lowest level selected)

Position Number: 



☒ Position new to establishment?

Please enter Position Number above, if known.

Has an establishment form been sent to QSS establishment management for processing?  *

Position Title: *

Classification: *

Org Unit 2:   *

Org Unit 3: *

Org Unit 4: *

Org Unit 5: *

Work Location: *

6.1.2 Work Location

Manually enter data into this field.


6.1.3 Role belongs to an establishment outside the...

If there was no exact structure using the multi search list, this field will allow you to edit the structure returned



If 'No' is selected go to [Region](#) field and continue completing RTH.

When 'Yes' is selected the following additional fields/features are available:

- Tick boxes to the left of the following fields:
 - Position Title incorrect
 - Classification incorrect
 - Org Unit 2 incorrect
 - Org Unit 3 incorrect
 - Org Unit 4 incorrect
 - Org Unit 5 incorrect
 - Work Location incorrect

Date form sent: 

<input type="checkbox"/>	Position Title incorrect	<input type="text" value="Admin Officer"/>
<input type="checkbox"/>	Classification incorrect	<input type="text" value="AO1"/>
<input type="checkbox"/>	Org Unit 2 incorrect	<input type="text" value="Client Services (Finance)"/>
<input type="checkbox"/>	Org Unit 3 incorrect	<input type="text" value="Transactional Business Services"/>
<input type="checkbox"/>	Org Unit 4 incorrect	<input type="text" value="Accounts Payable"/>
<input type="checkbox"/>	Org Unit 5 incorrect	<input type="text" value="Accounts Payable (4086)"/>
<input type="checkbox"/>	Work Location incorrect	<input type="text"/>

Role belongs to an establishment outside the options available above?  

6.1.3.1 Amending incorrect position details

Click on the tick box to the left of the field containing the incorrect data. This will allow the field to be edited.

Delete the incorrect data and manually type in the correct information.

Repeat for each incorrect field until satisfied all position details are correct.

Date form sent:	13-MAR-2014	
<input type="checkbox"/>	Position Title incorrect	Admin Officer
<input type="checkbox"/>	Classification incorrect	AO1
<input type="checkbox"/>	Org Unit 2 incorrect	Client Services (Finance)
<input type="checkbox"/>	Org Unit 3 incorrect	Transactional Business Services
<input type="checkbox"/>	Org Unit 4 incorrect	Accounts Payable
<input checked="" type="checkbox"/>	Org Unit 5 incorrect	Accounts Payable (6804)
<input type="checkbox"/>	Work Location incorrect	
Role belongs to an establishment outside the options available above?		Yes

Continue completing the rest of the form before submitting for approval.

7 Position is new to establishment

This tick box can be used where a position has been newly created and you:

- have yet to submit an establishment form, or
- have submitted an establishment form, but not yet advised of the creation of the new position

The process is the same as for when the [position number is not displayed in list](#) when entered.

8 Dealing with a returned Request to Hire

An RTH can be returned from either a nominated approver or from QSS Recruitment. RTHs are returned when the request has not been approved.

The process for dealing with a returned request is the same regardless of whether it was returned by a nominated approver or QSS Recruitment.

The Hiring Manager will receive an email where your RTH has been not approved.

Not approved by nominated approver

From: RequestToHire@ssa.qld.gov.au	Sent: Mon 17/03/2014 9:33 AM
To: Lalic, Lou	
Cc:	
Subject: Request to Hire - DSTIA - Administrative Officer - Position No. 76008570	

Queensland Shared Services - Request to Hire

Dear Lou Lalic,

The following request to hire was **Not Approved by Jennifer Baker**:

- Position Title: Administrative Officer
- Hiring Manager: Lou Lalic

The history of the request to hire is as follows:
17/MAR/2014 09:32 AM Not Approve Jennifer Baker
Pending QSS Recruitment Team

Please click [here](#) to view any comments relating to your request.

If you have any further queries regarding the recruitment process, please contact the Recruitment Team.

This is an automatically generated email, please do not reply.

Not approved by QSS Recruitment

From: RequestToHire@ssa.qld.gov.au	Sent: Mon 17/03/2014 12:42 PM
To: Lalic, Lou	
Cc:	
Subject: Request to Hire - Not Approved by QSS Recruitment - Administrative Officer - Position No. 76008570	

Queensland Shared Services - Request to Hire

Dear Lou Lalic,

The following request to hire was **Not Approved by QSS Recruitment Team**:

- Position Title: Administrative Officer
- Hiring Manager: Lou Lalic

The history of the request to hire is as follows:
17/MAR/2014 10:26 AM Accept Jennifer Baker
17/MAR/2014 12:41 PM Not Approve QSS Recruitment Team

Please click [here](#) to view any comments relating to your request.

Should you be able to return the information/document to us before the deadline of Thursday 12pm for press and internet advertising, we will ensure your advertisement appears the following week.

If you are only advertising on Smart Jobs and Careers, the advertisement will appear within 3 working days of receipt of the completed information/document.

If you have any further enquiries regarding the recruitment process, please contact the QSS Recruitment Team.

This is an automatically generated email, please do not reply.

To find out the reason it has been returned, click on the link to open a view only of the RTH, scroll down to the bottom of the page and to the Recruitment Authorities section with comments from your Department Approvers and/or Comments from QSS Recruitment Team. These comments will outline what action(s) are required to ensure the RTH is complete and correct for advertising.

Not approved comments from nominated approver

Recruitment Authorities			
Approver	Name	Email	Status
1st Approver	Jennifer Baker	jennifer.baker@ssa.qld.gov.au	Reject
2nd Approver	Not completed	Not completed	Not completed
3rd Approver	Not completed	Not completed	Not completed
4th Approver	Not completed	Not completed	Not completed
5th Approver	Not completed	Not completed	Not completed

Jennifer Baker

Please change cost centre to 54321

Close Re-launch

Not approved comments from QSS Recruitment

Recruitment Authorities			
Approver	Name	Email	Status
1st Approver	Jennifer Baker	jennifer.baker@ssa.qld.gov.au	Accept
2nd Approver	Not completed	Not completed	Not completed
3rd Approver	Not completed	Not completed	Not completed
4th Approver	Not completed	Not completed	Not completed
5th Approver	Not completed	Not completed	Not completed

Jennifer Baker

Approved

QSS Recruitment Team

Position is not vacant in the HR system

Position is listed as temporary in the HR System

The Request to hire - Advertising media options form is required.

Close Re-launch

8.1 Relaunch an RTH

Select the re-launch button.

When the RTH is relaunched, the details are retained (excluding the workflow approvals) and are editable.

Springboard treats re-launched RTHs as completely new requests and as approval history is part of the workflow, the new RTH does not maintain the approval history. This mean that when the RTH is relaunched, the Hiring Manager will no longer see the reason for its return.

There are two options available to the Hiring Manager, particularly where there are a number of reason why the RTH was returned.

1. Write down, or take a screen shot of the reason(s), then click the re-launch button.
 - a. Once the necessary changes have been made the request can be submitted by clicking the submit button at the bottom of Step 4.

2. Click on the re-launch button.

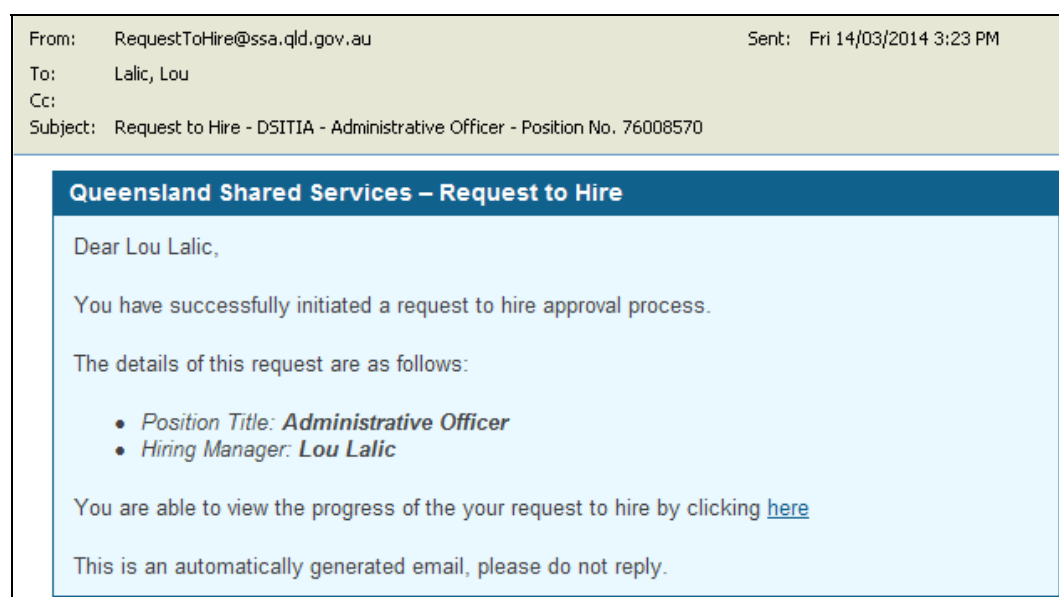
- a. Then go back to the returned email and click on the link in there again. This will open the original returned RTH. Scroll down to the recruitment authorities section to see the reasons for the return.
- b. The Hiring Manager will now have the original returned RTH and the re-launched RTH open.
- c. Once the necessary changes have been made the re-launched request can be submitted by clicking the submit button at the bottom of Step 4. The other RTH should be closed by clicking the 'Close' button.

9 Making a change to a submitted RTH (Retracting an RTH)

At any time prior to QSS Recruitment approving the RTH, the hiring manager can retract an RTH if they identify any changes required after the form has been submitted. The RTH can also be retracted should the advertisement need to be cancelled.

It is important to note that once QSS has approved the RTH, the Hiring Manager will need to contact QSS Recruitment via email to have any RTH withdrawn.

To retract an RTH open the email received in relation to successfully initiating the RTH.



Click on the link to open a view only of the RTH, scroll down to the bottom of the page and select the retract button. This will open then RTH in read only view.

Recruitment Authorities			
Approver	Name	Email	Status
1st Approver	Jennifer Baker	jennifer.baker@ssa.qld.gov.au	Sent
2nd Approver	Not completed	Not completed	Not completed
3rd Approver	Not completed	Not completed	Not completed
4th Approver	Not completed	Not completed	Not completed
5th Approver	Not completed	Not completed	Not completed

If the RTH is no longer required, the Hiring Manager can scroll down and click the close button.

If changes are required to data, the Hiring Manager will need to click the relaunch button. The process then becomes the same as for [relaunch an RTH](#).

Recruitment Authorities			
Approver	Name	Email	Status
1st Approver	Jennifer Baker	jennifer.baker@ssa.qld.gov.au	Sent
2nd Approver	Not completed	Not completed	Not completed
3rd Approver	Not completed	Not completed	Not completed
4th Approver	Not completed	Not completed	Not completed
5th Approver	Not completed	Not completed	Not completed
<div>Close Re-launch</div>			

Once the necessary changes have been made the request can be submitted by clicking the submit button at the bottom of Step 4.

10 Approving the RTH

The Approver will receive an email notifying them that a Request to Hire has been submitted for their review and approval. The email will contain a link which will begin the approval process.

When the 'click here' link is clicked, the approver is taken to Step 1 of the Request to Hire Form.

From: RequestToHire@ssa.qld.gov.au
Sent: Monday, 17 March 2014 9:29 AM
To: Baker, Jennifer
Subject: Request to Hire - DSITIA - Administrative Officer - Position No. 76008570

Queensland Shared Services - Request to Hire

Dear Jennifer Baker,

You have been sent an email requesting that you review and approve a request to hire. The details of this request are as follows:

- Position Title: **Administrative Officer**
- Hiring Manager: **Lou Lalic**

This request was raised on **14-MAR-14**.

Please click [here](#) to review the request to hire and approve or not approve as you deem appropriate.

This is an automatically generated email, please do not reply.

10.1 Step 1 Confirmation of Identity

The approver is requested to confirm that they are the person who the request was sent to.

Depending of how many approvers are nominated for the request, the approver may see a different confirmation screen.

For example if there are 2 approvers for the request. Approver 1 will be presented with a tick box to confirm their identity.

Queensland Government Request to Hire

Step 1 - Confirmation of Identity Step 1 Step 2

You are: Jennifer Baker

☐ Confirm your identity by checking the box *

Cancel Next

Approver 2 is the final approver for this request as detailed in Step 3 of the Request to Hire process, must have delegated authority to approve the request. As the final approver they will receive a different confirmation screen.

Queensland Government Request to Hire

Step 1 - Confirmation of Identity Step 1 Step 2

You are: Jennifer Baker

☐ Confirm your identity by checking the box *

Title: *

Email: *

HR/Financial delegation level: *

In accordance with the departmental Human Resources Management/Financial Delegation schedule, I certify I have delegated authority to:

☐ Approve advertising this vacancy/vacancies. (Human Resource Delegation) *

☐ Approve the relevant expenditure associated with advertising this vacancy/vacancies and have confirmed sufficient funds are available in the cost centre budget. (Financial Delegation) *

Cancel Next

Note. If there is only the one approver, they are the final approver and will receive this confirmation view.

The final approver must:

- tick the 'Confirm your identity...' box
- enter their job 'Title'
- enter their 'Email' address
- enter their 'Delegation level'
- tick both boxes to approve the advertising and relevant associated expenditure

click next to go to Step 2 of the approval process.

10.2 Approve/Not Approve RTH

All approvers can review a read only version of the request submitted by the Hiring Manager. If there is more than one approver, subsequent approvers will see previous approver's comments.

Although read only, the approver has access to all links in the form, information icons (question marks) and attachments. For example, if an approver wants to clarify the purpose of a particular field, they

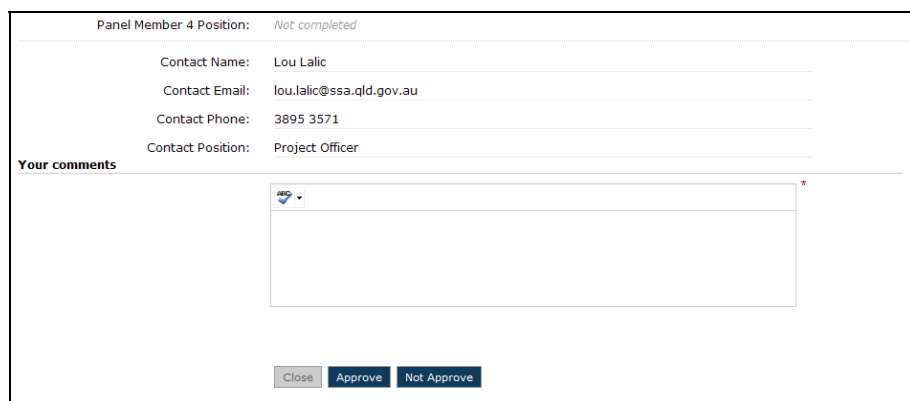
can click on the question mark (if available) to reveal a more detailed description. To close the info box, click on the black X in the top right corner of the pop up box...

The approver can view the attachments by clicking on the link to open the document.

The comments field allows for comments to be entered whether the request is being approved or not.

If the approver tries to proceed without entering a comment, they will be requested to supply one. As mentioned earlier, comments entered can be viewed by the next approver.

The approver can elect to approve or not approve the request by clicking on the relevant button at the bottom of the form.



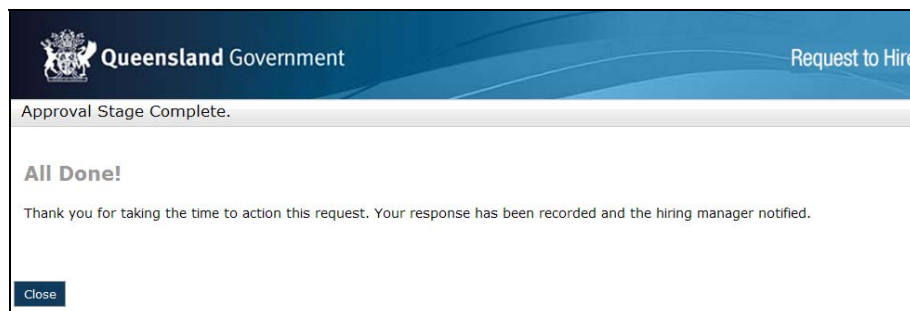
The screenshot shows a web form for 'Panel Member 4 Position: Not completed'. It contains fields for 'Contact Name: Lou Lalic', 'Contact Email: lou.lalic@ssa.qld.gov.au', 'Contact Phone: 3895 3571', and 'Contact Position: Project Officer'. Below these is a 'Your comments' section with a text area and a dropdown menu showing 'APD'. At the bottom are three buttons: 'Close', 'Approve', and 'Not Approve'.

10.2.1 Not Approving an RTH

After entering a comment for not approving the RTH in the comment field and clicking the 'Not Approved' button:

- The RTH will close and an 'Approval Stage Completion' message will appear
- An email will be sent to the Hiring Manager notifying of the RTH status.

The approver can click on close to remove the message.



The screenshot shows a message box with the Queensland Government logo and 'Request to Hire' header. The message reads: 'Approval Stage Complete. All Done! Thank you for taking the time to action this request. Your response has been recorded and the hiring manager notified.' There is a 'Close' button at the bottom left.

10.2.2 Approving an RTH

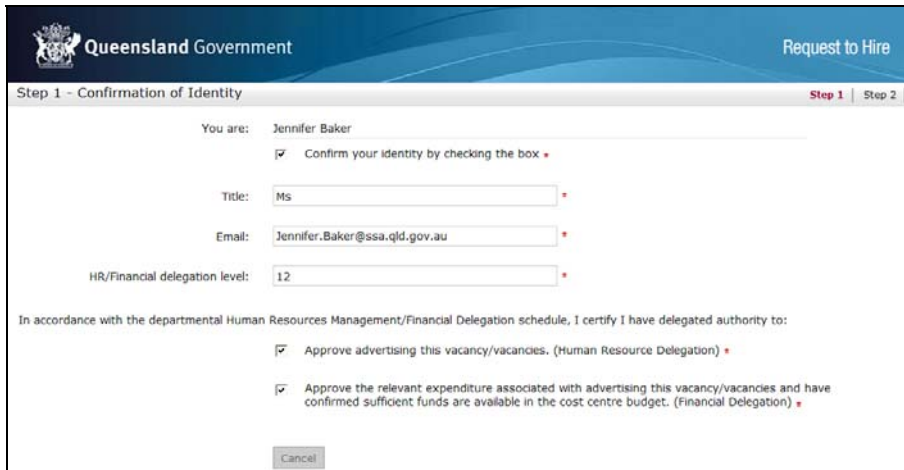
After entering a comment for approving the RTH in the comment field and clicking the 'Approved' button:

- The RTH will close and the 'Approval Stage Completion' message will appear
- An email will be sent to the Hiring Manager notifying of the RTH status
- If there is more than one approver, an email will be sent to them for approval
- If there is only the one approver, an email will be sent directly to QSS Recruitment for approval.

The approver can click the 'Close' button to close the message/RTH.

10.2.3 Approving a re-launched RTH

If an RTH has been re-launched after it has gone through part or all of the approvals, approvers who have already actioned the request, prior to it being re-launched will find that Step 1 - Confirmation of Identity, has retained their earlier confirmation details. The approver can click on the 'Next' button without the need to re-click or recomplete any fields.



Queensland Government Request to Hire

Step 1 - Confirmation of Identity Step 1 Step 2

You are: Jennifer Baker

☒ Confirm your identity by checking the box *

Title: Ms *

Email: Jennifer.Baker@ssa.qld.gov.au *

HR/Financial delegation level: 12 *

In accordance with the departmental Human Resources Management/Financial Delegation schedule, I certify I have delegated authority to:

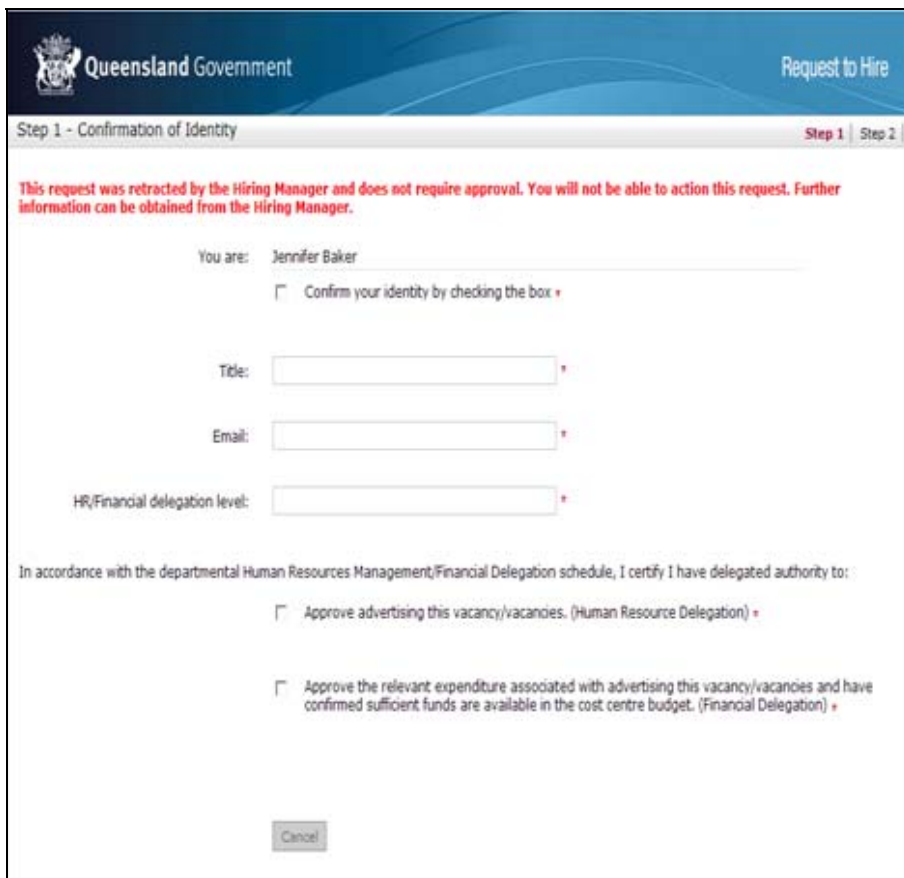
☒ Approve advertising this vacancy/vacancies. (Human Resource Delegation) *

☒ Approve the relevant expenditure associated with advertising this vacancy/vacancies and have confirmed sufficient funds are available in the cost centre budget. (Financial Delegation) *

Cancel

10.2.4 Trying to approve a retracted RTH

If an RTH has been retracted by the Hiring Manager, the approver will receive a message when they click on the link in the email they received. The message will advise them that the request was retracted by the Hiring Manager and they will no longer be able to action the request. The message will direct the approver back to the Hiring Manager for more information.



Queensland Government Request to Hire

Step 1 - Confirmation of Identity Step 1 Step 2

This request was retracted by the Hiring Manager and does not require approval. You will not be able to action this request. Further information can be obtained from the Hiring Manager.

You are: Jennifer Baker

☐ Confirm your identity by checking the box *

Title: *

Email: *

HR/Financial delegation level: *

In accordance with the departmental Human Resources Management/Financial Delegation schedule, I certify I have delegated authority to:

☐ Approve advertising this vacancy/vacancies. (Human Resource Delegation) *

☐ Approve the relevant expenditure associated with advertising this vacancy/vacancies and have confirmed sufficient funds are available in the cost centre budget. (Financial Delegation) *

Cancel

10.2.5 Trying to approve/not approve and RTH that has already been actioned

If an approver clicks on a link to an RTH they have previously approved/not approved, they will receive a message alerting to the fact that the request has already been actioned. The fields will also retain the data previously entered.

Queensland Government Request to Hire

Step 1 - Confirmation of Identity Step 1 Step 2

Sorry, your response has already been recorded.

You are: Jennifer Baker

☒ Confirm your identity by checking the box *

Title: Ms *

Email: Jennifer.Baker@ssa.qld.gov.au *

HR/Financial delegation level: 12 *

In accordance with the departmental Human Resources Management/Financial Delegation schedule, I certify I have delegated authority to:

☒ Approve advertising this vacancy/vacancies. (Human Resource Delegation) *

☒ Approve the relevant expenditure associated with advertising this vacancy/vacancies and have confirmed sufficient funds are available in the cost centre budget. (Financial Delegation) *

Cancel