Immediate Chairs’ Actions Process – for urgent review of requests v1.1

NOTE: This process is intended to be an INTERIM process to manage immediately urgent recruitment requests. A longer term process will be communicated when CoreHR processes are finalised and the relevant panels are fully operational.

1. Complete & submit Recruitment Approval form
2. Log request on spreadsheet
3. Review request
4. Refer queries back to Division (or equivalent) if required
5. Respond to query requests
6. Submit to Chair

7. Review Request
8. Notify Panel Secretary of outcome
9. Update log
10. Update log

Email Division (or equivalent)

- Yes
  - Approved?
    - Yes
      - Notify Division (or equivalent)
    - No
      - Rework of case may be carried out and request re-submitted??

- No
  - Ok to proceed?
    - Yes
      - Notify Division (or equivalent)
    - No
      - Refer queries back to Division (or equivalent) if required

Current Recruitment process continues in Division/Department

May require referral to Panel

Panel Chair

Panel Secretary

Divisional Registrar or equivalent