

NURSING+
MIDWIFERY

RECRUITMENT HANDBOOK

Essential guide to the centralised recruitment of
Registered Nurse Grade 2, Midwife Grade 2 and
Enrolled Nurse replacement vacancies



Western Health

Contents

Nursing & Midwifery Recruitment	2
Overall Centralised Process.....	2
Recruitment Request (RR) Generation	3
Centralised Advertisement	3
Shortlisting	4
Unsuccessful Applicants	4
Interview Scheduling.....	4
Group Interview Format	5
Virtual group interview format (ZOOM)	6
Face to Face group interview format	7
Reference Checks	8
Successful Candidates	9
Unsuccessful Interviewed Candidates.....	9
Contract Generation & On Boarding	9
Setting Up a New Employee Access.....	10
Mandatory Orientation	11
FAQs	12
Appendix 1 – Overall Process	17
Appendix 2 – Evidence List for RR	18
Appendix 3 – ‘How to’ complete a recruitment Request.....	19
Appendix 4 - Duplicating a Recruitment Request.....	28
Appendix 5 – Advertisement example	29

Version control:

Updated content and format by NMWU contributors Cassandra Lawn, Merryn Barclay, Michelle Read, Phuong My Le; edited by Lisa Gatzonis, Director NMWU

Version 1 - 18 March 2019

Created by Laura Mulcahy (Recruitment Advisor) & Aivy dela Rea (NMWU Recruitment Officer)

Nursing & Midwifery Recruitment

All recruitment process should follow the recruitment and selection principles described by People and Culture (P&C) – refer to P&C internet resources [Recruitment, Selection and Appointment \(wh.org.au\)](http://wh.org.au)

This includes updating the relevant position description to ensure the document is on the current template, obtaining approval to recruit as per the recruitment request approval process and advertising using the appropriate job advertisement template.

To prepare for recruitment, you must accurately maintain your department Yearly Planner (on Health Workforce Solutions / HeWS) so you can download the workforce calculations report for attachment to your recruitment request as evidence of vacant EFT.

The centralised recruitment process is to be followed for all Grade 2 Registered Nurse/Midwife and Enrolled Nurse positions. Any new or replacement positions for Grade 3 classification and above are not included in the centralised process and need to be fully completed by the relevant Manager.

The purpose of this document is to guide you through the centralised recruitment process facilitated by the Nursing & Midwifery Workforce Unit (NMWU)

Overall Centralised Process

The centralised recruitment process aims to facilitate a streamlined, consistent approach with

- one point of contact for both applicants and managers,
- supporting the sourcing and selection of suitable applicants and identification of talent and
- minimising the time spent on the administrative component of recruitment undertaken by the Unit Manager through facilitation of advertising, shortlisting, interviewing, reference checking and completion of contract documentation.

The NMWU centralised recruitment team support the Unit Manager through the recruitment process by ensuring that best practice selection techniques are used to expedite a streamlined timeline from recruitment to on-board, with the Unit Manager remaining the primary decision maker in shortlisting and selection of the nurses and midwives who are suitable to work at Western Health within their own specialty or area of expertise.



Refer to Appendix 1 for a detailed flow of the overall process (external & internal)

NB: For Internal only Recruitment (staff who are already worked/working within the unit or are applying for permanent positions or increasing hours i.e. current ward staff, pool or bank) - please contact NMWU team to discuss further.

Recruitment Request (RR) Generation

With every vacancy a RR must be generated and submitted through eRecruit.

For the centralised recruitment process, please ensure when creating the RR that you:

- Select 'No Advertising'
- Ensure Position Description is on the latest template
- Vacancy evidence is uploaded – *please refer to Appendix 2 for the evidence list*
- Send the RR along the approval process below
- Add Nursing and Midwifery Workforce Unit (NMWU) as a co-owner



As this is a replacement position, there is no requirement for Business Analyst approval.

All new positions must follow the approval process outlined by People & Culture that includes Business Analyst, Executive and CEO approval

Refer to Appendix 3 for a detailed 'How To' complete your Recruitment Request.

Refer to Appendix 4 for instructions on how to duplicate a Recruitment Request.

When the Recruitment Request has been approved by People & Culture (P&C), the NMWU Recruitment Lead or Co-ordinator will be in contact with the UM to discuss the details of recruitment.

If an NMWU team member has not made contact with you within two days of your RR approval, please email recruitnmwu@wh.org.au or call 8345 4040 to discuss.

Centralised Advertisement

The NMWU Recruitment team will open separate advertisements for Registered Nurses, Registered Midwives and Enrolled Nurses. General and specialty area vacancies will be listed within the central advertisement. In the situation where a 'campaign' is determined appropriate, specific advertising will be created in addition to the centralised advertisement. All RR's that are to be advertised outside of the centralised recruitment must be first discussed and approved by NMWU ADONM or Director.

When the Recruitment Request has been approved, the NMWU team and the UM will discuss advertisement text to ensure messaging is accurate and consistent.

The information from the approved RR will be organised in the below format on the centralised advertisement.

- Unit name, Site, ## hours per fortnight - Permanent/Temporary Full/Part Time

Please refer to Appendix 5 for a preview of a live advertisement.

NB: Your vacancy will be advertised for a minimum of seven days on the centralised recruitment and ten days if advertising through eRecruit for campaigns.

If a change needs to be made to your advertisement, including text changes and extensions, please contact NMWU who will action. Alternatively, the NMWU team will contact you prior to your advertisement closing to discuss if an extension is required.

Shortlisting

The NMWU team will confirm with the advertising UM the shortlisting essential criteria and responsibilities when discussing advertising.

The NMWU will move all shortlisted candidates to your RR during advertising and by 2 business days from the cessation of advertisement. The UM is then be responsible for reviewing the applicants in 'new & unsorted' and moving the applicants they wish to interview to 'for interview' within two business days from cessation of advertisement.

The NMWU team will invite all candidates in the 'for interview' section to the scheduled interview time on your behalf. When initially discussing the advertising, the NMWU team will confirm the scheduling of a suitable interview time within 7 days of the advertisement closing with the UM. Prior to confirmation of interview timetable, the UM is to provide NMWU with the names of panel members who will be participating in the interview.

Unsuccessful Applicants

When shortlisting from 'new & unsorted', UM's are to move candidates they do not wish to interview to 'unsuccessful'. The NMWU team will review these applicants, prior to sending an unsuccessful email, to determine whether appropriate for other positions within Western Health.

If it is determined these application are not suitable for alternate roles, the NMWU team will send these applicants an unsuccessful email in eRecruit within 2 business days of advertisement ceasing.

Interview Scheduling

All shortlisted candidates moved to 'for interview' will be invited to an interview facilitated by the NMWU team. When there are four candidates or more, a group interview will be organised. In the situation where there are less than four applicants, individual interviews will be organised with the assistance of the NMWU team. Depending on the number of applicants being interviewed, the NMWU team will advise if additional panel members are required.

The interview panel will comprise of advertising UM, another unit representative (if required) and a NMWU representative(s). If the UM is unavailable for the scheduled interview time they will need to nominate an appropriate proxy (i.e. ANUM or another UM). A calendar invitation will be distributed to all those participating as Panel Members.

The group interviews will be 2-3 hours per session and will be held a week after closing date. Each program can be customised to focus on a speciality area where required. Please contact the NMWU to discuss further.

NMWU will facilitate the following interview processes: Scheduling group interview sessions

- Scheduling group interview sessions
- Allocating UMs to group interview blocks
- Booking rooms / creating ZOOM interview
- Creating and distributing documentation
- Inviting candidates to group interview sessions
- Coordination of group interview session
- Facilitate group interview.

Group Interview Format

Information regarding group interviews and the rationale for undertaking are available on the NMWU intranet centralised recruitment page <http://inside.wh.org.au/departmentsandservices/nursingmidwifery/Pages/Centralised-Recruitment.aspx> .

If you have not been involved in a group interview process before, please take the time to review this information and ask any questions you have prior to your first session.

Virtual group interview format (ZOOM)

Due to current social distancing requirements, interviews are being conducted via ZOOM.

Meeting time will commence 15 minutes prior to the applicants attending to allow the panel members and NMWU team time to coordinate and discuss the structure of the interview.

09.15- 09.30	NMWU and Panel members join ZOOM invite NMWU explains process of interview and structure outlined
09.30 – 09.45 Candidate introduction	Congratulate candidates for reaching the interview phase, remind all that they are qualified for the job. Outline the positions they have applied for. NMWU to explain general housekeeping and ZOOM requirements Outline session – Group Scenario, Clinical Questions & Individual interview Introduction of Facilitators and candidates.
09.45-1000 Group scenario	NMWU will facilitate and provide the candidates details in the ZOOM chat. Panel members to turn off cameras and observe/score
1000-1045 Clinical Questions	Candidates to be asked individual clinical questions. Each questions to be opened up to the group for further discussion. Panel members to record responses against assessment tool
1045-1130 Individual Interviews	Key Selection Criteria response – ‘Best Care’
1130-1150 Q&A	Candidates have the opportunity to ask questions. Once completed, inform next part of process is reference checking, will be notified as soon as references have been completed – request they contact referees and ask them to check their email boxes for reference tool to be completed. All will be contacted as soon as possible regardless of the outcome. Thank for applying to work at Western Health and your time today.
1150 – 12.15pm Debrief	Debrief of assessors and selection of preferred candidates (progress to reference checking) Evaluation of session (input from Assessors & Facilitators)

Face to Face group interview format

To facilitate timely processing of applicants, prior to interview, the NMWU will request candidates to bring the following documents to their interview:


- Most recent Payslip (to confirm level and grade) – needs to be certified
- Completed Fit2Work form
- Certified identification
- WWCC
- AHPRA certificate
- Immunisation form and evidence
- Visa documentation (if applicant is not an Australian Citizen)
 - Authority to Obtain Work Rights form

Example of the Group Interview Program for medical vacancies:

09.15 09.30 – 09.40	Candidates arrive - requested documents collected, name labels distributed, sign Attendance sheet.	
09.40 – 10.00 Candidate introduction	<p>Congratulate candidates for reaching the interview phase, remind all that they are qualified for the job. Outline the positions they have applied for.</p> <p>Outline session – divided into colour coded groups, will undertake a couple of activities together that should be completed by 1115 where we will come back together and you will have an opportunity to ask any questions you have.</p> <p>Introduction of Facilitators and candidates.</p>	
10.00 – 10.20 Written Assessment	Key Selection Criteria response – ‘Best Care’	
10.20 – 10.25 Activities	<p>Split into 2 groups according to colour codes and rotate through the 2 activities – Introduce assessors</p> <p>each pair of Assessors to take their group in the following order:</p>	
	Green	Blue
10.20 – 10.50 Group Activity 1	Tower Activity	Medical Scenario
10.50 – 11.15 Group Activity 2	Medical Scenario	Tower Activity
11.15 – 11.30am Q&A	<p>Q&A and Session completed.</p> <p>Inform next part of process is reference checking, will be notified as soon as references have been completed – request they contact referees and ask them to check their email boxes for reference tool to be completed.</p> <p>You will all be contacted as soon as possible regardless of the outcome. Thank for applying to work at Western Health and your time today.</p>	
11.30 – 12.00pm Debrief	<p>Debrief of assessors and selection of preferred candidates (progress to reference checking)</p> <p>Evaluation of session (input from Assessors & Facilitators)</p>	

Reference Checks

- The NMWU will conduct a minimum of 2 reference checks on the preferred candidates. Reference checks will be conducted electronically. Please see below for a preview of this tool.



Electronic Reference Check

PLEASE COMPLETE ALL GREY AREAS

Date	
Your Name (Full Name)	
I am providing a reference for (Full Name)	
My relationship to	
I have known for	

If you wish to complete this reference check over the phone please call 03 8345 4040 or email recruitnmwu@wh.org.au to advise a date and time for us to call you.


USING THE DROP DOWN BOXES SELECT "X" IN THE APPROPRIATE RATING BOX

How would you rate this Nurse's...	Very Poor	Poor	Improvement Required	Good	Very Good	Excellent
Ability to focus on patient centred care?						
Level of clinical skill and knowledge in reference to the delivery of patient centred care?			▼			
Ability to provide best practice patient care?						
Ability to work well with a multi disciplinary team to deliver patient centred care?						
Ability to adapt to change?						
Reliability and consistency in attending rostered shifts?						
Work ethic?						
Do you have any concerns with their performance? Y/N (if yes, please explain further)						
Would you re-employ this nurse? Y/N						

Please provide any additional comments

Thank you for your time in completing this reference check for .
 Please return this reference check in reply to the email (ensure it is attached) you have received or email it [here](#)

- The NMWU will then use the reference check result report to determine if the candidate is suitable for employment. Please see below for a preview of this report.



Reference Check Result

I am providing a reference for (Full Name)	0
Your Name (Full Name)	0
Referee's Relationship to Applicant	0
Date	0/01/1900

Would the referee employee?	
Score	

If either box above is: Action	
RED	Do not employ
ORANGE	Additional reference required
GREEN	Employ

If score is less than 28 do not employ

If score is between 29 and 35 consider and/or get another reference check

If score is greater than 33 employ

Successful Candidates

On completion of reference checks, the Unit Manager will be contacted to make the final selection decision.

In collaboration with the UM, the candidate will be contacted to provide the Offer of Employment and confirm commencement date, hours, classification, orientation date, pre-employment verifications (AHPRA, immunisation clearance, police check and WWC if applicable) and advise of the 6 month probationary period.

The UM is responsible for contacting the candidate to discuss the roster and organise on boarding.

Unsuccessful Interviewed Candidates

The UM is responsible for contacting all unsuccessful interviewed candidates to inform them of the outcome of their interview.

The NMWU recruitment team are responsible for ensuring all unsuccessful interviewed candidates are informed of the outcome of their interview. It is expected that candidates will be notified in a timely manner, aiming for notification within 14 days of interview.

Where the candidates are suitable for employment, NMWU is responsible for reviewing their suitability for alternate positions and coordinating engagement with other UMs or offering employment with Nurse Pool or Bank.

Contract Generation & On Boarding

Once the candidate has verbally agreed to the Offer of Employment, the NMWU will complete the 'Successful Applicant Details' within 1 business day in the applicable RR, attaching all required documentation (i.e. Interview notes and reference checks).

P&C will draft the contract and send the contract for review to the UM for approval within 2 business days.

The UM will need to approve the contract within 2 business days. P&C will then email the welcome pack to the candidate within 2 days. This will include:

- Contract
- Position Description
- Working with Children's Check – Fact Sheet (if applicable)
- Fit2Work Form
- Pre-employ Immunisation Form
- Personal Details Form
- Superannuation Standard Choice Form
- Tax Declaration Form
- Code of Conduct
- Fair Work Information Sheet
- EMR Training Instructions
- Employee Handbook
- Department Orientation Checklist
- Orientation Venue Map

The UM will be emailed the employee number with 2 business days when all documentation and clearances have been received.

Setting Up a New Employee Access

The UM is responsible for providing their employee with the below:

- ID badge/security access
- IT log in and email address
- Instructions on how to access
 - WeLearn
 - RosterOn
 - EMR

NB: You do not need an employee number to access or use the below programs or forms.

Form/Program	Work Around
Security pass/ID badge form	As long as the Unit Manager has signed the form, the employee number is not required
IT Access online form	Employee number is not mandatory on the IT access request form
WeLearn (including EMR Training)	Go here: https://welearn.wh.org.au/login/index.php And instruct employee to register a new account. This method will provide the employee with a temporary account. The permanent WeLearn account will be created automatically up to 10 days post issuing of employee number. These accounts will need to be merged; simple instructions regarding this process will be emailed to the account holder.
EMR	When you request IT access, there is an option for EMR access. If you tick this box, EMR access is automatically given along with the log in details.
RosterOn	Please contact RosterOn Support to arrange a 'dummy' user account. Note: please provide employee number to RosterOn prior to pay locking to ensure employee is paid. For further assistance you can contact RosterOn: Email: RosterOnSupport@ssg.org.au

Mandatory Orientation

New employees are required to attend the organisation orientation. The date of orientation will be included in the contract of the new employee.

Orientation is a full day session for clinical employees from 8:30am until 4:15pm, at Sunshine, Auditorium, Level 1, WCHRE.

Orientation is a half day for non clinical employees.

FAQs

Advertisement

What do I need to do to generate a recruitment request?

When you identify an EFT vacancy that needs filling, complete an e-recruit request for a replacement position attaching the required evidence and:

- 'no advertising' selected
- 'recruit NMWU' as co-owner
- Send through for approval to Operations Manager and Divisional Director.

The NMWU recruitment team will then add your vacancy information to the relevant centralised advertisement.

Shortlisting

Who reviews the applications and shortlists for interview?

The NMWU recruitment team will review all applications and shortlist according to the specific agreed selection criteria for your area. If your criteria has not been confirmed previously, you will be contacted when your advertisement is opened to ensure the criteria being utilised meets your needs.

Interview Scheduling

How do I know if interview has been scheduled?

You will have received a calendar invitation from NMWU that includes the program for the group interview.

Do I have to be involved in group interviews? What if I cannot attend?

It is expected UMs will attend and participate in the group interviews. If you are unavailable for the scheduled interview session you will need to nominate an appropriate proxy (i.e. ANUM) and advise NMWU as soon as possible. All Panel Members should undergo group interview training prior to their first group interview.

Who makes the final decision on who is employed in my unit?

Where there are multiple suitable candidates, the Unit Manager will decide who is most suitable for their particular position/positions.

The NMWU will make the decision in determining the application outcome of all other interviewed candidates and if they are a suitable candidate for Western Health. The decision will be based on merit including the application, interview outcome and reference checks.

Can I find out who the NMWU team has shortlisted prior to interview?

Yes. The NMWU recruitment team will share the shortlisted interview list with Unit Managers prior to the interview session.

Group Interview Format

What type of interviews will occur?

The preferred method of interviews are group interviews.

Why is group interviewing the preferred method?

Research into recruitment methods has demonstrated efficiencies when utilising a group interview method approach. The aim of group interviewing is to:

1. Reduce time and resources required compared to one to one interview processes
2. Increase efficiency of recruitment and selection for nurses/midwives across the organisation, including facilitating identification of suitable employees who meet criteria for working at Western Health
3. Improve the candidate assessment process based on our Best Care framework and clinical risks, as well as reduce unconscious bias and exhaustion experienced when performing multiple single interviews.
4. Candidates may appreciate interviewing less frequently for their first role at Western Health

The group activities used at interview (clinical scenarios and team activity) have been chosen to assess the following criteria (often assessed more than once in the process):

- Communication – listening, assertiveness
- Enthusiasm
- Rapid assessment
- Escalation
- Critical thinking
- Compassion, Accountability, Respect
- Knowledge of resources available
- Delegation
- Problem solving
- Risk taking
- Conflict resolution
- Team work
- Coaching

Who facilitates the interviews?

The NMWU will facilitate and coordinate interviews and provide relevant documentation.

Where will the interview be held?

The NMWU will notify respective parties of the location of the interview as needed. This will be determined by room availability in any campus.

Who are we recruiting through the centralised recruitment process?

All Registered Nurse (Grade 2), Registered Midwife (Grade 2) and Enrolled Nurse positions.

Two processes will be used.

1. External and/or Internal Recruitment - All external candidates and internal candidates applying for positions in different units / wards
2. Internal only Recruitment – for internal applicants who have already worked within the unit are applying for permanent positions or increasing hours i.e. current ward staff, pool or bank

What happens when I only have two applicants?

With the central process, there will be multiple vacancies being advertised at the same time – so you may only have a small number of applicants however in combination with other positions being advertised a group will be formed.

What will I need to do to prepare for interviews?

When external candidates and/or staff from Western Health have applied, you will need to attend the scheduled interview sessions as the panel lead.

The NMWU recruitment team will organise the scheduling of applicants, interview venue, interview paperwork and interview panel scheduling. If you are unable to attend, you can nominate someone else to attend in your place e.g. another Unit Manager or AN/MUM. Please notify the NMWU team when this occurs so we can ensure there is Unit Manager presence at each interview session.

At the completion of interviews, you will make the decision on your preferred candidates as well as recommending applicants who may be suitable for Western Health Bank or Pool roles.

Occasionally you maybe asked to participate on a panel to assist another hiring manager select their candidates.

For internal candidates increasing hours or moving to and from bank / pool:

- No formal interview required when there is no competition for the hours. Confirmation of suitability for the role will be based on current performance with a reference check completed by current Unit Manager.
- If there are more candidates than available hours, an interview process will need to occur

I have never participated in a group interview panel before - how do they work?

The NMWU team will provide you with information on how group interview work. Information is available on the NMWU intranet site [Centralised Recruitment \(wh.org.au\)](http://www.westernhealth.org.au/centralised-recruitment)

Successful Candidates

Who pays for the Police Check?

The receiving unit will pay for the police check.

Who pays for the Working With Children check?

The candidate will pay for their own WWCC as this is transferable from employer to employer.

Who pays for the serology for immunisation/health clearance?

The candidate is required to cover any costs related to obtaining serology results.

What if my employee does not have immunisation/health clearance?

Your employee will not be able to commence without an immunisation health clearance issued from Staff Clinic.

How do I know if the employee has returned all documentation?

You will receive an employee number upon the return of all documentation and clearances.

NB: An employee number is not essential to provide the new staff member access, please see [Setting Up a New Employee Access](#) for more details or please contact the recruitment team for further information.

Who will perform the reference checks?

Our electronic reference check template will be sent to referees via email by the NMWU recruitment team after the interview concludes. All candidates will be reminded by the NMWU recruitment team to contact their referees at the end of the interview and request they complete the reference tool within 2 days. In the case where a response is delayed, the NMWU recruitment team will email the referee again, if a further 2 days lapses the NMWU recruitment team will phone the referee.

How can I be involved in reference checks?

NMWU will be responsible for obtaining the electronic reference checks. Please discuss further with NMWU if you would like to customise the reference check questions for your unit.

Who makes the final decision on who is employed in my unit?

Unit Managers will continue to make the final decision. The Unit Manager and NMWU will work collaboratively to ensure the successful candidate meets the Unit's needs.

Who completes all the recruitment paperwork?

The NMWU recruitment team are responsible for completing all of the paperwork.

The team will ensure all the required paperwork and documentation is completed including reference checking. At the end of the reference checking there may be a number of suitable candidates left and in this instance, the NMWU team will request that as the Unit Manager you make the final decision.

The NMWU team will notify you again when the offer has been made and SAD is complete. Some Unit Managers make prefer to make the offer of employment themselves which the NMWU team are happy to accommodate. The Unit Manager remains responsible for approving the contract and organising specific onboarding requirements.

Contract Generation & On Boarding**How will I know the successful candidate SAD has been commenced?**

The NMWU recruitment team will move the successful candidate into your initial recruitment request for your ward and complete the SAD – you will be able to see the progress of this by logging in and viewing this request. The NMWU recruitment team will also notify you via phone or email.

How do I know if the employee has been issued a contract?

If you have approved contract on eRecruit, the P&C team will send the contract via email to the candidate within 2 business days. If you are unsure please contact the recruitment team.

Setting Up a New Employee Access

Who gives employee their roster and tells them where to go on first day?

As the Unit Manager, you will inform the your new employee of their roster and where they should go on their first day. This includes ensuring they have completed the ward induction.

Who creates the variation for Higher Qualification Allowance?

The Unit Manager will create the variation for all higher qualification allowances. If the certified copy of the qualification is provided to NMWU or the recruitment team this will be sent to the Unit Manager for processing.

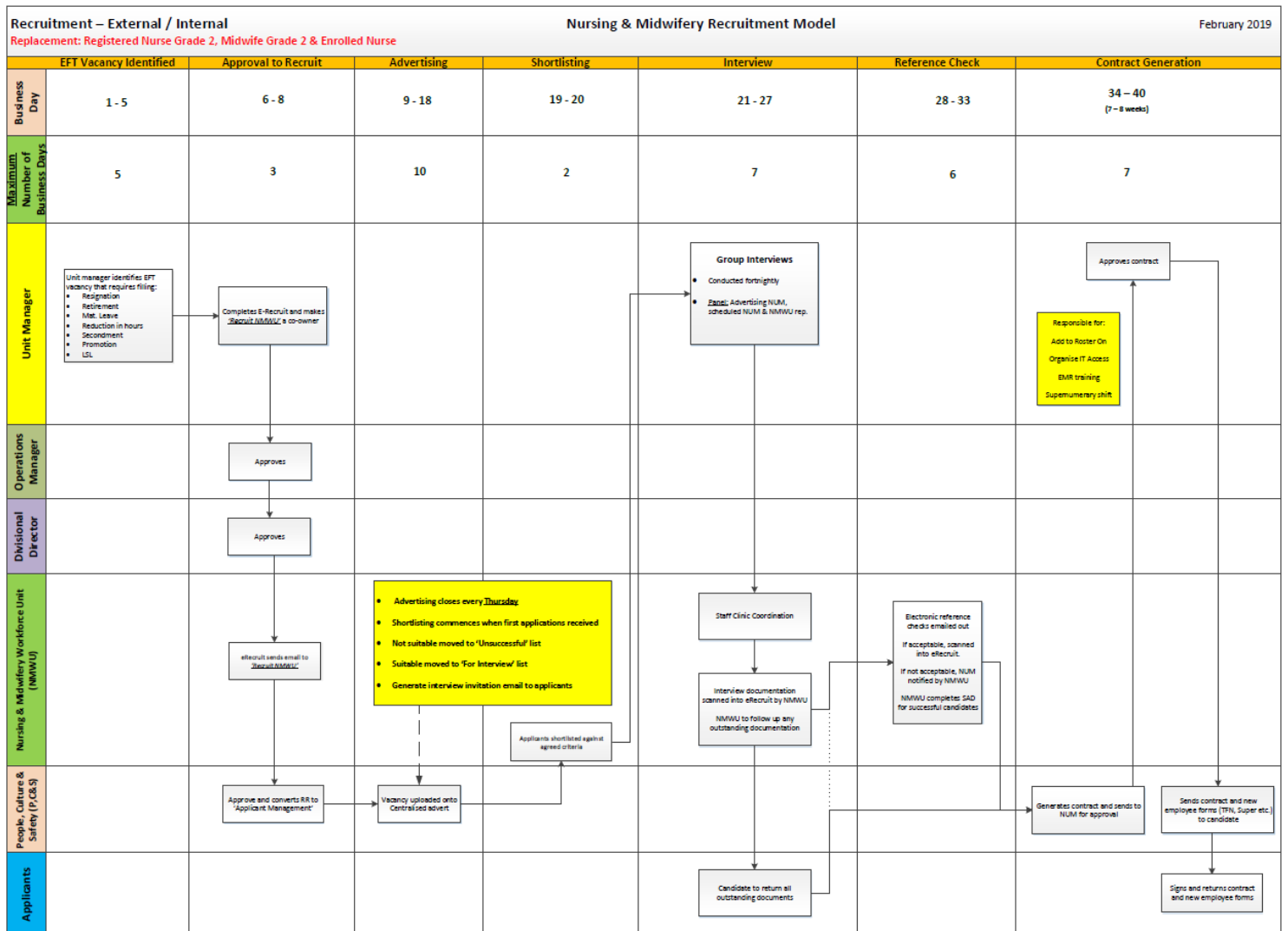
Further assistance

What happens if I have a question that is not on this FAQ?

Contact the NMWU recruitment team on 8345 4040 or

Michelle Read, Acting Operations Manager, Nursing and Midwifery Workforce on 8345 7144 or email to discuss any questions or concerns you have.

Appendix 1 – Overall Process

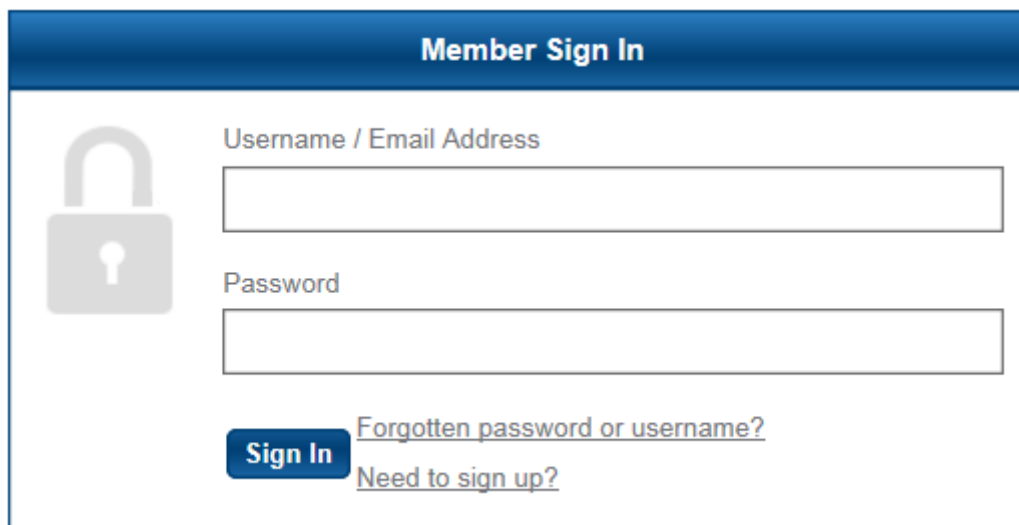


Appendix 2 – Evidence List for RR

Reason for Vacancy	Replacement Reason	What evidence (attachments) are required in the Recruitment Request?
Replacement Position	Parental Leave	<input type="checkbox"/> Approved (signed) Parental Leave Application <input type="checkbox"/> HeWS Workforce calculations
	Extended Parental Leave	<input type="checkbox"/> Original approved (signed) Parental Leave Application <input type="checkbox"/> Approved (signed) Parental Leave Extension Application <input type="checkbox"/> HeWS Workforce calculations
	Reduction in Hours	<input type="checkbox"/> Correspondence from employee (letter, email etc.) requesting/confirming reduced hours request <input type="checkbox"/> Variation Number (note the variation needs to be completed prior to the RR) <input type="checkbox"/> HeWS Workforce calculations
	Resignation	<input type="checkbox"/> Correspondence from employee (letter, email etc.) requesting/confirming resignation request <input type="checkbox"/> Online Termination Confirmation (note the online termination needs to be submitted prior to the RR) <input type="checkbox"/> HeWS Workforce calculations
	Retirement	<input type="checkbox"/> Correspondence from employee (letter, email etc.) requesting/confirming retirement request <input type="checkbox"/> Online Termination Confirmation (note the online termination needs to be submitted prior to the RR) <input type="checkbox"/> HeWS Workforce calculations
	Transfer or Secondment	<input type="checkbox"/> RR Number that employee has been successful into <input type="checkbox"/> HeWS Workforce calculations
	Promotion	<input type="checkbox"/> RR Number that employee has been successful into <input type="checkbox"/> HeWS Workforce calculations
	Long Service Leave	<input type="checkbox"/> Approved (signed) Long Service Leave Application Form <input type="checkbox"/> HeWS Workforce calculations

Appendix 3 – ‘How to’ complete a recruitment Request.

1. Log into your eRecruit account.
 - a. Please note your Username / Email address will most likely be your Western Health email address. If you have any issues logging in please click onto ‘Forgotten password or username?’ and follow the prompts.



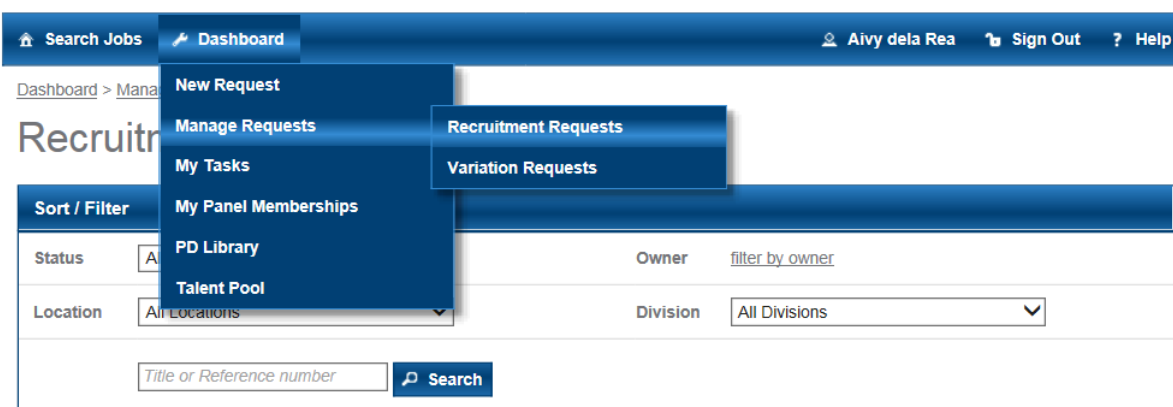
Member Sign In

Username / Email Address

Password

Sign In [Forgotten password or username?](#)
[Need to sign up?](#)

2. Once you have signed in, hover your mouse over ‘Dashboard’ and then ‘New Request’ will appear. Then click onto ‘Recruitment Request’.



Search Jobs Dashboard Aivy dela Rea Sign Out Help

Dashboard > Manage

Recruitment

Sort / Filter

Status A

Location All Locations

Owner filter by owner

Division All Divisions

Title or Reference number Search

3. Next steps will take you through the prompts of filling out the Recruitment Request.

- a. Position Title; please insert the title of the vacancy and click 'Next'.

Position Title	
* Position Title	<input type="text" value="Registered Nurse"/>

[Next ▶](#)

- b. The next section is 'Position Details' (Step 1 of 6); please fill in all the asterisked fields.
 - i. Please note question 'Is this a JMS or GNP recruitment?' please select 'YES'. This is required to enable the Recruitment team to receive the function of scheduling bulk interviews during the Interview stage.

[Dashboard](#) > [Manage Requests](#) > [Position Description](#)

Recruitment Request (Step 1 of 6)

Position Details							
Reference Number	34159						
* Position Title	<input type="text" value="Registered Nurse"/>						
Position Number	<input type="text"/>						
* Does this request require a selection panel?	<input type="text" value="No"/> ▼						
* Is this JMS or GNP recruitment?	<input type="text" value="Yes"/> ▼						
* Reason for vacancy	<input type="text" value="Replacement Position"/> ▼						
* Previous Employee Name(s)	<input type="text" value="STAFF MEMBER"/> ▲ ▼						
* Previous Employee Number(s)	<input type="text" value="12345"/> ▲ ▼						
* Replacement Reason	<input type="text" value="Resignation"/> ▼						
* Location	<table border="1"><thead><tr><th>Location</th><th>Action</th></tr></thead><tbody><tr><td>Sunshine Hospital</td><td>remove</td></tr><tr><td colspan="2">+ add location</td></tr></tbody></table>	Location	Action	Sunshine Hospital	remove	+ add location	
Location	Action						
Sunshine Hospital	remove						
+ add location							

* Cost Centres			
	Cost Centre	Percentage	Action
	WH-P0567 Nursing & Midwifery Workforce Unit Division: Nursing & Midwifery Department: DON Footscray Campus: Footscray Hospital	100	remove
	+ add cost centre		
* Award / Classification			
	Award	Classification	Action
	Registered Nurses	YP11 RN GRADE 2 YEAR 10	remove
	+ add award / classification		
Registration / Licence Requirements			
	<div style="border: 1px solid #ccc; padding: 2px;"> <p>AHPRA</p> <p>Electricians</p> <p>Plumbers</p> <p>Security</p> </div> (Ctrl + Click to unselect or select more than one item)		
Employment Screening Checks			
	<div style="border: 1px solid #ccc; padding: 2px;"> <p>National Criminal Record Check</p> <p>Working With Children Check</p> </div> (Ctrl + Click to unselect or select more than one item)		
Selection Criteria			
	No selection criteria have been added + add selection criteria		
* Managers Name	<input type="text" value="Billy Smith"/>		
* Managers Title	<input type="text" value="Nurse Unit Manager"/>		
Managers Contact Number	<input type="text"/>		
Managers Email	<input type="text" value="Billy.Smith@wh.org.au"/>		

- ii. Some fields have drop down boxes that give you multiple options to select, please select the most relevant answers to the reason of your vacancy, e.g. if vacancy is due to a resignation, in the 'Reason for Vacancy' select 'Replacement Position' and in the 'Replacement Reason' select 'Resignation' as seen on the above example.
- iii. If you are happy with the details entered and you want to proceed with the request, please click 'Continue', if you would like to come back to the request at a later time, please take note of your 'Reference Number' and click 'Save and Exit'.

- c. The next page will be a continuation of the 'Position Details' (Step 2 of 6); please fill in all the asterisked fields.
 - i. Please note you may enter hours totalling in the complete vacancy, e.g. you have three vacancies of 120 hours, put 120 hours in 'Hours per fortnight' as seen below.
 - ii. If you are happy with the details entered and you want to proceed with the request, please click 'Continue'.

[Dashboard](#) > [Manage Requests](#) > [Position Description 2](#)

Recruitment Request (Step 2 of 6)

Position Details	
Salary from	\$ <input type="text"/>
Salary to	\$ <input type="text"/>
* Hours per fortnight	<input type="text" value="120.0"/> ⓘ please enter 1 hour for every casual employee you intend to recruit.
* Employment status	<input checked="" type="checkbox"/> Permanent Full Time <input type="checkbox"/> Temporary Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Permanent Part Time <input type="checkbox"/> Temporary Part Time <input type="checkbox"/> Sessional
* Roster	<input type="text" value="7 day rotating roster"/> ▼

- d. The next page (Step 3 of 6) will take you to fill out more information and requiring justification for the request.
 - i. Please note for every Recruitment Request, you must provide an updated EFT Summary/Establishment and justification document, e.g. for resignations, you will need to attach the resignation letter or if it is for a staff member going on Maternity Leave, you must provide the approval (either email or letter form).
 - ii. You do not need to complete any sections pertaining to Advertisement.

Recruitment Request (Step 3 of 6)

Application Documents Required (only required if advertising)		
Document type	Required/Optional	Action
Resume	Required	
Cover Letter	Required	
+ add application document		

Justification Attachments		
Attachment Type	Title	Action
Justification	EFT Summary.xlsx	remove
Justification	Resignation letter.pdf	remove
+ add new attachment		
Additional information to justify recruitment action	<input type="text" value="Staff resigned"/>	
What are the implications if this recruitment request is not approved?	<input type="text" value="EFT deficit"/>	

Advertising Documents
no additional advertising documents have been uploaded
+ add new advertising document

Position Description	
Document source	<input type="text" value="Upload File"/>
* Attach File	<input type="text" value="C:\Users\delareA\Desktop"/> <input type="button" value="Browse..."/> (Supported file types: pdf, xlsx, xls, docx, doc)

- iii. If you are happy with the details entered and you want to proceed with the request, please click 'Continue'.
- e. The next page (Step 4 of 6) will take you to 'Advertising Options'. In this section please select 'No advertising required'. Reason being, once your request is approved your vacancy will be included in the central advertisement for the relevant parties (please refer to the Select 'No Advertising')
- f. The next page (Step 3 of 6) take you to the 'Approval Process'. Before completing this section please see below the Centralised Approval Process.



- iv. In the 'Notes' section please make a short note to the Operations Manager to please review and approve.

* Approver Email Address	<input type="text" value="Operations.manager@wh.org.au"/> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
---------------------------------	---

Dasht

Ap

Approval Process

Manager ➔ **Business Analyst** ➔ **Divisional Director** ➔ **Executive Director** ➔ **CEO** ➔ **Recruitment Services**

i Only new positions and extensions require CEO approval.
(Business Analysts to confirm Total Remuneration Package (TRP) for the position Definition of TRP = Cash + Super + Penalties + Allowances)

Notes	<input style="width: 100%; height: 30px;" type="text" value="Hi Operations Manager, pelase review and approve. Thanks NUM"/>
--------------	--

- v. If you are happy with the details entered and you want to proceed with the request, please click 'Continue'.

[Dashboard](#) > [Requests](#) > Recruitment Request Details

Request Details (Step 6 of 6)

Please review your request and submit for approval

Request History		
Member	Action / Status	Date
Aivy dela Rea	Created Recruitment request	13/02/2019 03:11 PM
NMWU NMWU	Awaiting approval	13/02/2019 04:15 PM
Approval process notes	13/02/2019 04:10 Aivy dela Rea: Hi Operations Manager, please review and approve. Thanks NUM	
	13/02/2019 04:15 Aivy dela Rea: Hi Operations Manager, pelase review and approve. Thanks NUM	

Position Description	
Reference number	34159
Position number	
Position title	Registered Nurse
Does this request require a selection panel?	No
Is this JMS or GNP recruitment?	Yes
Reason for vacancy	Replacement Position
Previous Employee Name	STAFF MEMBER
Previous Employee Number	12345
Replacement Reason	Resignation
Location	<div style="border: 1px solid #ccc; padding: 2px;"> Location Sunshine Hospital </div>

- g. The next page (Step 6 of 6) will allow you to review your request in its entirety and make any amendments.

- i. If you are happy with the details entered and you want to proceed with the request, please click 'Submit for Approval'.

Position Description (Page 2)

Salary from	
Salary to	
Hours per fortnight	120
Employment status	Permanent Full Time
Roster	7 day rotating roster
Edit	

Attachments and Justification

Position Description	Registered Nurse Position Description Example .pdf	
Justification Attachments	Attachment type	Attachment
	Justification	EFT Summary.xlsx
	Justification	Resignation letter.pdf
Application Documents	Document Type	Required/Optional
	Resume	Required
	Cover Letter	Required
Justifications	<i>Additional information to justify recruitment action</i>	
	Staff resigned	
	<i>What are the implications if this recruitment request is not approved?</i>	
		EFT deficit
Edit		

Advertising Options	
Advertising Type	No advertising required
Edit	

Approval Process	
Comment On Approval Process:	13/02/2019 04:10 Aivy dela Rea: Hi Operations Manager, please review and approve. Thanks NUM 13/02/2019 04:15 Aivy dela Rea: Hi Operations Manager, pelase review and approve. Thanks NUM
Approver Email Address	recruitmwu@wh.org.au
Edit	

i Please make sure that you have specified the correct Approver email address before Submit for approval

[◀ Previous](#)
[Save and Exit](#)
[Print](#)
[Submit for Approval ▶](#)

When you have submitted your request, you should see the below on your screen. This completes your Recruitment Request!

Recruitment Request



✔ Thank you.
 The Recruitment request has now been created and sent for approval.





[Continue ▶](#)








Appendix 4 - Duplicating a Recruitment Request

Once a basic Registered/Enrolled Nurse Recruitment Request (RR) has been established you can duplicate the RR once it is in the “Applicant Management”, “contract management”, “Completed” or Archived” status. When viewing the RR under “Manage Request” click the duplicate button indicated below.

Manage Request

Request Summary											
Reference number	33876  view notes										
Title	Graduate Registered Nurse										
Owner	Aivy dela Rea										
Co-Owners	<table border="1"><tbody><tr><td>Trevor Rixon</td><td>remove</td></tr><tr><td>Jenny Sali</td><td>remove</td></tr><tr><td>Verita Perla</td><td>remove</td></tr><tr><td>Angela Cahill</td><td>remove</td></tr><tr><td colspan="2">+ add co-owner</td></tr></tbody></table>	Trevor Rixon	remove	Jenny Sali	remove	Verita Perla	remove	Angela Cahill	remove	+ add co-owner	
Trevor Rixon	remove										
Jenny Sali	remove										
Verita Perla	remove										
Angela Cahill	remove										
+ add co-owner											
Status	 Applicant Management change										
Position Description	RN Grade 2 PD.docx										

Manage Request			
 View Request	 Change Owner	 Selection Panels and Interview Blocks	 Duplicate

Applicant Groups						
 New and Unsorted (0)	 Applicants On Hold (0)	 Maybe Undecided (0)	 Unsuccessful (0) or Withdrawn (13)	 For Interview (0)	 Recommended (0)	 Successful Applicants (0)

Appendix 5 – Advertisement example

Position Details	
Reference Number	34014
Position Title	Western Health - Registered Nurse Vacancies
Employment Type	Permanent Full Time, Permanent Part Time
Location	Western Health
Position Summary	<p>About Us Western Health manages three acute public hospitals: Footscray, Sunshine and Williamstown Hospital. It also operates the Sunbury Day Hospital, Transition Care at Hazeldean and a range of community based services. We care for a culturally diverse population of more than 800,000 people. We have more than 6,700 employees who are driven by our values of 'Compassion, Accountability, Respect, Excellence and Safety' (CARES).</p> <p>Our continued growth will see the completion of a new purpose built, multi-storey Joan Kirner Women's and Children's at Sunshine Hospital.</p> <p>Vacancies</p> <p><u>For all Registered Nurses vacancies please apply via this ad. Current vacancies is in ward 1 West.</u></p> <p>Ward 1 West</p> <p>Ward 1 West is located on in the Footscray campus and is part of the Perioperative & Critical Care Services division. 1 West specialises in Neurosurgery and Orthopaedics.</p> <p>Footscray – 296 hours per fortnight (varied EFT available) – Permanent Part-Time – <u>closing 20 March 2019</u></p> <p>Benefits</p> <p>We offer a wide range of benefits such as:</p> <ul style="list-style-type: none"> • Work-life balance • Professional development and career advancement opportunities • Salary packaging including novated vehicle leasing • Onsite fitness clubs • Culturally safe and respectful environment • Access to an Employee Assistance Program <p>Culture</p> <p>At Western Health, we value our employees and provide them the opportunity to grow and develop. Our teams are friendly and supportive, ensuring we deliver a safe, person-centred and connected patient experience. Western Health is an equal opportunity employer committed to attracting and retaining diversity in our workforce. We encourage applications from Aboriginal and Torres Strait Islander people.</p> <p>Western Health is committed to providing a safe environment for the children and young people who are involved in our services, sites and operations. We follow and abide by all legislative requirements to keep children and young people safe.</p> <p>All appointments are made subject to a satisfactory Police Record Check, an Immunisation status clearance and (if applicable) a working with children's check.</p> <p><i>Western Health do not accept unsolicited resumes/applications from Recruitment Agencies.</i></p>