

eRecruitment Checklist for Hiring Managers (HM)

New Requisition - Advertising

Contract requests for successful applicants must only be sent to the Human Resources Administration Team (for non-acute N&M) after all pre-employment screenings are finalised. * This also includes finalised credentialing for all Allied Health Professional appointments (ie AHP's).

Form	Mandatory Documents to be uploaded in the documents tab of the requisition by the Hiring Manager for the successful applicant.	Documents Uploaded <input checked="" type="checkbox"/>
Human Resources		
LHN002A	New Employee Management Advice (New Employee ONLY) NOTE: The Panel Chair is responsible for advising HR Admin/HR Acute N&M, of any 'Right to Further Employment - RTFE' details for new employees, ie details of employee's home Agency, Position Title & Classification, as this detail <u>must</u> be included in their employment contract.	
LHN003	Employee Changes Advice (Current Employee ONLY)	
LHN006	Payroll Allowance	
Work Health & Safety		
	Immunisation Screening Form (or for existing employee, evidence of immunity from Worker Health in the requisitions notes/docs)	
	Pre-Employment Health Status Declaration Form	
Criminal History & Relevant Screening (for New Employees to WCHN only)		
WWCC	Working With Children Check. NOTE: HM must validate the authenticity of a prospective candidate's <u>WWCC</u> via the DHS Portal prior to making an offer of employment. The DHS Portal will generate a WWCC validation certificate which must be uploaded to the Requisition's documents tab and HM must register interest for the individual. A Work Instruction on how to validate and register a WWCC via the DHS Portal is available here . Please note a contract will not be prepared unless the WWCC Certificate is uploaded.	
NPC	National Police Check –Vulnerable unsupervised category, please see Procedure requirements	
Other		
	Qualifications (where applicable)	
	*Credentialing (where applicable)	
AHPRA	Professional Registration (where applicable)	
	VISA (where applicable)	
	Selection Panel Report	
	Interview Questions	
	Evidence of Shortlisting Process	
	Referee Reports	
	Test Results, work samples, documentation for other selection methods	
	Documentation relating to unattached officers (where applicable)	

The HM or Contact Officer is responsible for ensuring all mandatory documentation has been completed and uploaded to the documents tab of the requisitions prior to sending a note message to the relevant HR Administration Officer (or HR Acute N&M), for a contract request. A contract will not be prepared if mandatory documentation has not been completed or uploaded.