

Alesco No. (HR Use)

New Appointment     Contract Renewal

Position Title       Position Number       Date

Faculty/Division/Office       School/Section/Centre

Supervisor's Name       Supervisor's Position Title       Supervisor's Position No

Campus       Duration of Fixed-Term (Years)       Fraction  Full Time     Other

I confirm that space is available on the selected campus (space enquiries should be lodged via a [BEIMS request](#))

If new appointment, what potential campus space have you identified?    Building No.     Room No.

### Recommended Candidate

Applicant recommended for appointment/renewal       Preferred commencement date

Referee checks to be undertaken by

### Remuneration

**Remuneration to be offered:** Level      Median -15%     Median -10%     Median -5%     Median

**Allowance type (if applicable):**     Market     Retention     Responsibility

**Paid as:**     % of remuneration (will increase with any future remuneration increases)    Specify %

Flat rate (fixed irrespective of future remuneration increases)    Specify \$

Reason for allowance

### Conditions/Considerations

**Probation**     Standard     N/A Contract Renewal     Other (specify below)

Other Probation (please specify)

**Relocation**     Yes     No

Special Conditions (specify below)

Additional information or notes

**Please List All Panel Members Present**


**Approval**

This panel has agreed to the above recommendations, subject to satisfactory reference checks. The panel members considered all applicants carefully and have acted in accordance with the [University's Staff Recruitment and Selection Policy](#).

Presiding Officer

\_\_\_\_\_

Name

Signature

Date

Subject to satisfactory reference checks, I authorise an offer of employment being made to the recommended candidate.

In the event that the eligibility list is activated, I authorise an offer of employment being made to the first candidate on the eligibility list subject to satisfactory reference checks.

**SNR01 to SNR02** - Band 9 (Vice-Chancellor)

**SNR03 to SNR05** - Band 8 (SEC Member)

**Other** (below) - Band 11 (University Council)

Vice-Chancellor, Deputy Vice-Chancellor,  
Executive Director, Finance, University Auditor  
University Secretary

\_\_\_\_\_

Name

Signature

Date