



Recruitment Request Simple 3-Step Process

STEP 1

Select Leave Type and Dates

MENU Sample Company

Ref: 53 , Position: 123 - Test position title , Recruitment Request

Reason | Position Information | Saalry Data | Recruitment Action | Notes

▼ Position Information ⓘ ?

- Full time, permanent position
- Part time, permanent. Include part time percentage in comments. I.e. 80% for 4 days per week, 40% for 2 days per week.
- Casual. Includes hours per week in comments.
- Full time, Fixed term. Include date when fix term ends in comments. I.e. DD/MM/YYYY
- Part time, fixed term. Include date when part time ends and percentage of full time in comments. Ie. DD/MM/YYYY @ 40%
- Graduate vacation employment.

Cancel

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Advantages include:

- Configurable Recruitment Data to Suite your business
- Configurable to different job Types (e.g. Labourers V Professional Staff)
- Special notes
- Independent supervisor/management comments can be included
- Independent approval
- 'Big data' available for corporate analysis
- Recruitment type automatically identified
- Automated reporting
- Full record Keeping
- Full Quality Control
- Full Quality Audit trail

m: 0411 349 222.
t: (07) 3333 1921
e: markshaw@neoshr.com.au
a: P.O. Box 70, Mt Gravatt Central 4122
www.neoshr.com.au

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STEP 2

Automated Recruitment Request Form Generated



Sample Company

Assessor: John Clements
02/07/21 , Ref: 53

Recruitment Request

Position Name: Test position title
Position Number: 123

Test position title's recruitment action as raised on 2 July 2021 is recommended

The following details apply to the recruitment action

| |
|--|
| 1. The reason measures include: |
| <ul style="list-style-type: none">New position approved on 1/7/2021 |
| 2. The position information measures include: |
| <ul style="list-style-type: none">Part time fixed term including end date and FTE equivalent of 31/12/2021 @ 40% |
| 3. The salary data measures include: |
| <ul style="list-style-type: none">As confirmed by HR, Pay Grade 3. i.e. \$40,000- \$50,000 pa |
| 4. The recruitment action measures include: |
| <ul style="list-style-type: none">Linked In |

For your action.

John Clements

Generated by NEOS HR , Ref: 53 , Recruitment Request , 123

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STEP 3

Management Dashboard

| Sample Company | | | | | | | | | | |
|-----------------------------|------------|-----------------|---------------------|---------------------|---------------------|---------------|--------|-------------------------------------|--|--|
| Recruitment Request Results | | | | | | | | | | |
| Ref ID | Date | Position Number | Position Name | Unit | Segment | Created by | Result | Approved | | |
| 53 | 07/02/2021 | 123 | Test position title | Recruitment Request | Recruitment Request | John Clements | 3 | <input checked="" type="checkbox"/> | | |

View 1 - 4 of 4

Dashboard includes:

- All history
- Unique ID per record
- Date created
- Type of recruitment
- Author
- Result
- Draft V Approved
- Exportable to Excel for detailed analysis

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