

## **E-Recruitment Project**

Electronic Recruitment (E-Recruitment) is an integrated information system used to acquire, store, manipulate, analyse, retrieve and distribute pertinent information regarding the management of recruitment and selection processes and enables many of the processes to be managed electronically. The implementation of such a system is designed to achieve a range of quality improvements and cost efficiencies for and across an organisation.

The Core Planning Group at its meeting in May 2007 approved the Personnel Relations and Equal Opportunity Directorate (PREOD) recommendation to implement an E-Recruitment solution for ACU National and the University has engaged the services of system vendor, PageUp, to assist with this implementation. This represents an exciting new initiative for the University. An E-Recruitment Steering Committee has been formed, which includes members from a cross-section of University areas, to oversee the strategic progression of the project.

The following four broad areas form part of the initial phase of the E-Recruitment project:

1. On-line recruitment requisition process with associated electronic workflow – Nominated Supervisors can initiate a recruitment request that will follow a tailored electronic approval workflow via the appropriate delegated officers of the University. The information stored can be utilized for many purposes including, direct forwarding of documentation to relevant advertising agencies;
2. Applicant management system – Applicants interested in applying for an identified position or for registering to receive notification about future employment opportunities at the University can, via an intuitive yet powerful web interface, submit their application, access information, and use the search functionality, anywhere and at anytime;
3. Management of the recruitment and selection process – The University can standardise and automate communication to applicants about the progress of an application; distribute applications to selection committees electronically; and complete associated recruitment and selection forms and processes in real time;
4. Management reporting – The system captures data to assist with internal and external reporting requirements, including benchmarking measures and workforce profiling exercises which will assist the University in making decisions about the effective placement of advertisements employment opportunities.

The contract between the University and PageUp was entered into in July 2007. The University has finalised functional specifications for the configuration of PageUp with identified development beginning April 2008.

User testing of the PageUp solution is scheduled to commence in June 2008 with an expected go live date in early July 2008, after which external users (applicants) and the PREOD team will be able to utilise the system. Training in the use of the system will be rolled out progressively during 2008, as will a formal launch of the ACU Careers website soon after.

The E-Recruitment Steering Committee has the following membership:

Mr John Cameron, Executive Director, University Services

Dr John Barclay, Director, Personnel Relations and Equal Opportunity

Ms Patricia Ruzzene, Director, University Relations

Mr Paul Campbell, Director, Information Technology  
Professor Marie Emmitt, Dean of Education  
Ms Joy Magee, Head, Client Services Division  
Mr Peter May, Manager, Planning and Quality  
Ms Diana Chegwidden, Manager, Staff Services and Employee Systems  
Mr Anthony Enders, Coordinator, HR Systems  
Ms Renee Sewell, E-Recruitment Steering Committee Executive Officer

The E-Recruitment Project Committee, to implement the solution, will be:  
Ms Diana Chegwidden, Manager, Staff Services and Employee Systems  
Mr Anthony Enders, Coordinator HR Systems  
Ms Josie Cassells, Administration Officer, HR Systems  
Ms Jenny Fricke, Administrative Officer, Organisational Learning and Development  
Ms Renee Sewell, Administration Officer, HR Systems

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