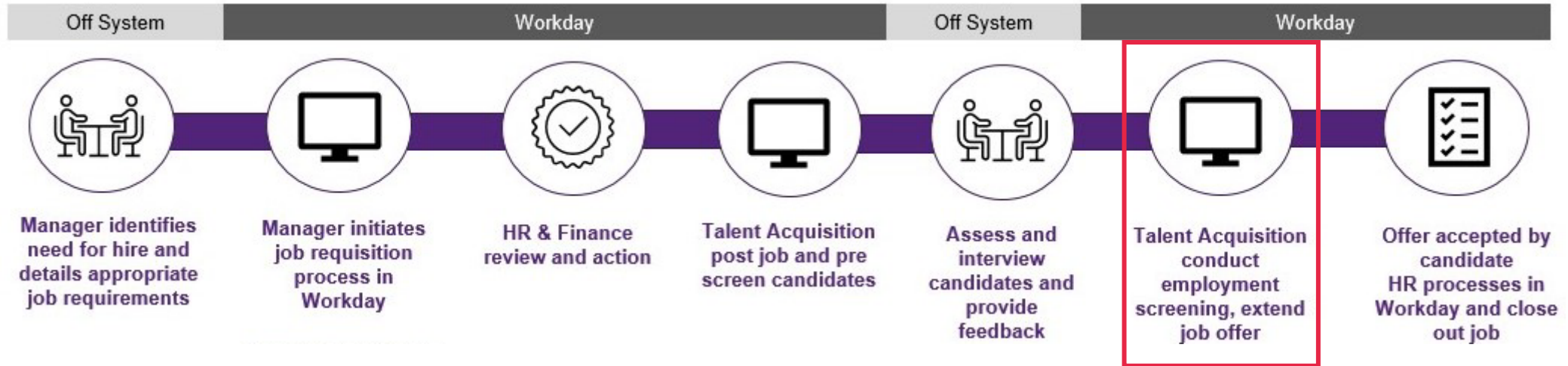
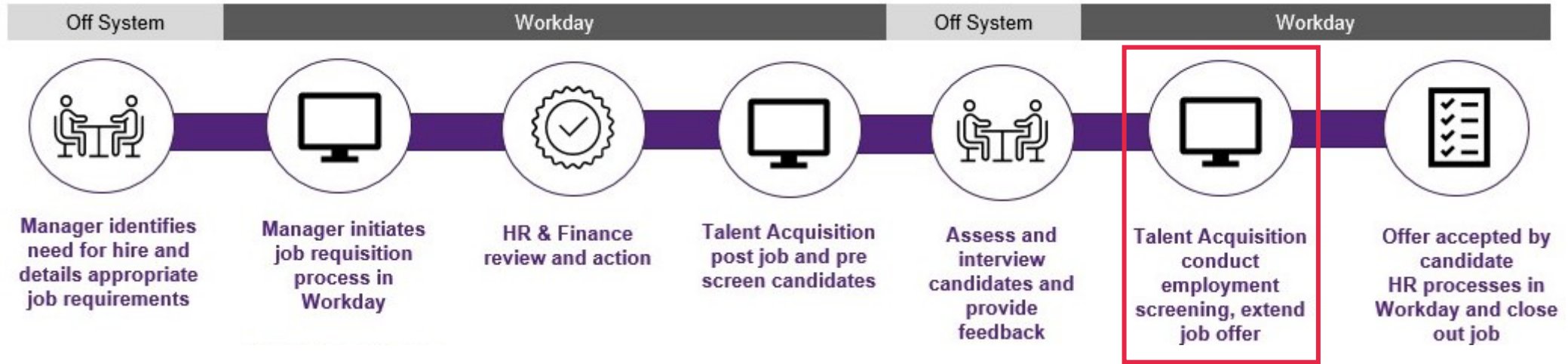


Offer



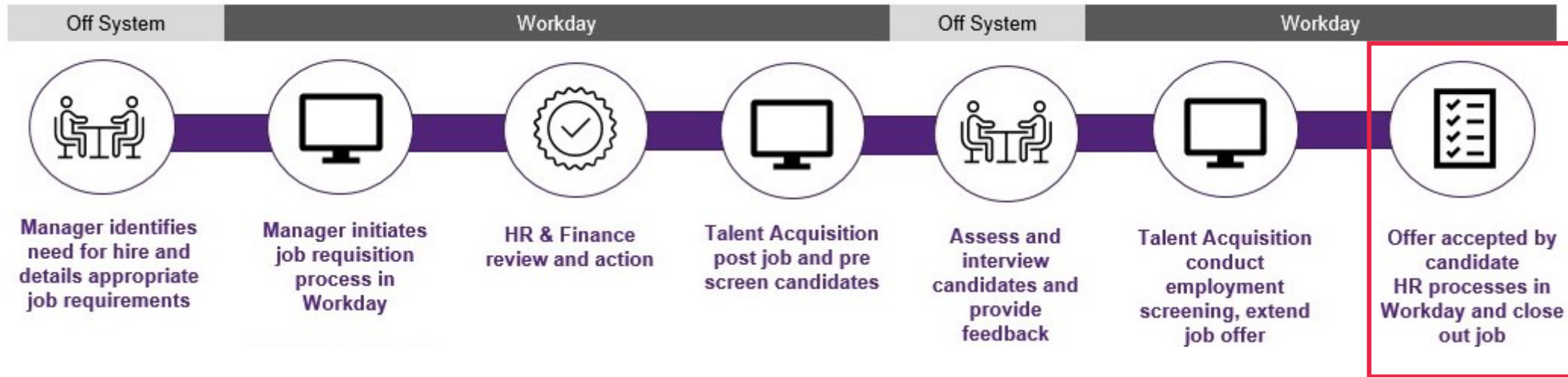
Step	Action	Description	Responsibility
1	Talent Acquisition advised of interview outcome	Selection notes and completed references sent to Talent Acquisition	Manager
2	Employment Agreement entered into Workday	Enter negotiated information into Workday Employment Agreement	Talent Acquisition
3	Employment Agreement Approval	Employment Agreement progresses through HR, Finance and HR Authorisation Schedule.	All
4	Employment Agreement Issued	Talent Acquisition issues employment agreement via Workday portal	Talent Acquisition
5	Employment Agreement Accepted	Candidate accepts Employment Agreement via Workday portal	Candidate

Background Checks (Parallel to Offer)



Step	Action	Description	Responsibility
1	Background Assessments Requested	UQ has a standard of background checks required for specific roles, this is facilitated by Talent Acquisition through our third party supplier First Advantage.	Talent Acquisition
2	Background Assessments Completed	Candidate completes assessments	Candidate
3	Background Assessments Reviewed	Talent Acquisition reviews assessment and will only advise outcomes if there is any concerns.	Talent Acquisition

Post Offer



Step	Action	Description	Responsibility
1	Employee committed to payroll	Our Employee Services team validates hire and committees the employee to our payroll system. This step creates the individual as an employee and generates the request for their IT access	Human Resources
2	Job requisition closed	Workday automatically closes the job requisition after the above step	Automatic
3	Onboarding process commences	Onboarding is local and manager lead, please reach out to AskHR for support through this process.	AskHR