Griffith UNIVERSITY Queensland, Australia

How to…
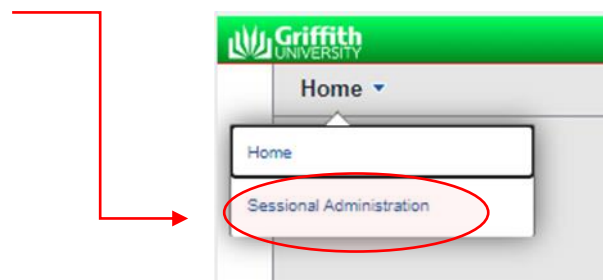*View a Sessional Appointment*

Introduction

This guide will show you how to view a sessional appointment if you are a school manager or administrator.

Step 1: Navigate to the Sessional Administration homepage

- Log in to the **Staff Portal** and select **My Staff Page**.

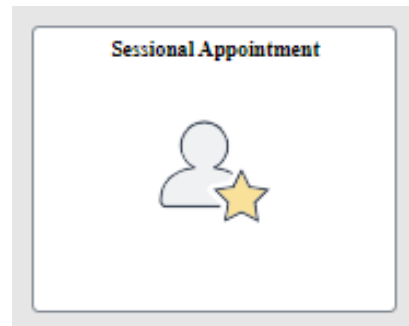**1** Select the **Sessional Administration** homepage.

2 The **Sessional Administration tiles** will appear.

Step 2: View an appointment

1 Select the **Sessional Appointment** tile.

Sessional Appointment

2 Enter any information you have for the following **Search Criteria** to search for and view their record (fields are case-sensitive):

- Applicant ID
- Employee ID
- First Name
- Last Name
- Workflow Status

Search Existing ⊕ Add New

▾ Search Criteria

My Saved Searches		⌄
Applicant ID	begins with ⌄	
Empl ID	begins with ⌄	
First Name	begins with ⌄	
Last Name	begins with ⌄	
Workflow Status	begins with ⌄	⌄

2 Click **Search.**

Search   Clear   Save Search

Basic Search

3 Your search results will appear at the bottom of the screen. Click on the arrow on the right-hand side of the applicable record to view.

▾ Search Results

Workflow Status:Saved

2 rows

Applicant ID ◇	Empl ID ◇	First Name ◇	Last Name ◇	Workflow Status ◇	
1169485				Data Saved	>
1169486				Data Saved	>

4 The sessional appointment will appear.

Appointment acknowledgement documents including the Letter of Appointment and Position Description will be attached to the sessional timetable. Please refer to the How to View and Amend a Sessional Timetable user guide for details on how to view these documents.

Sessional Appointment

Applicant ID 1169485   **Application Status** Initiated

Instruction

Please answer the questions below in order to complete the Engagement Form.

Please note that a Griffith ID is required if the Applicant is a current or returning Staff Member or Student.

Note: It is an offence to employ a person who does not have the right to work in Australia. Please seek evidence of their work rights.

You cannot use this process to hire International employees. If the applicant is an international citizen and/or working internationally please contact Human Resources.

Select Employee

New Hire: ● Yes   ○ No

Personal Information of Employee

*Name Prefix	*Last Name
*First Name	Middle Name
*Date of Birth	*Gender
*Email Address	
*Address Line 1	

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