

How to...

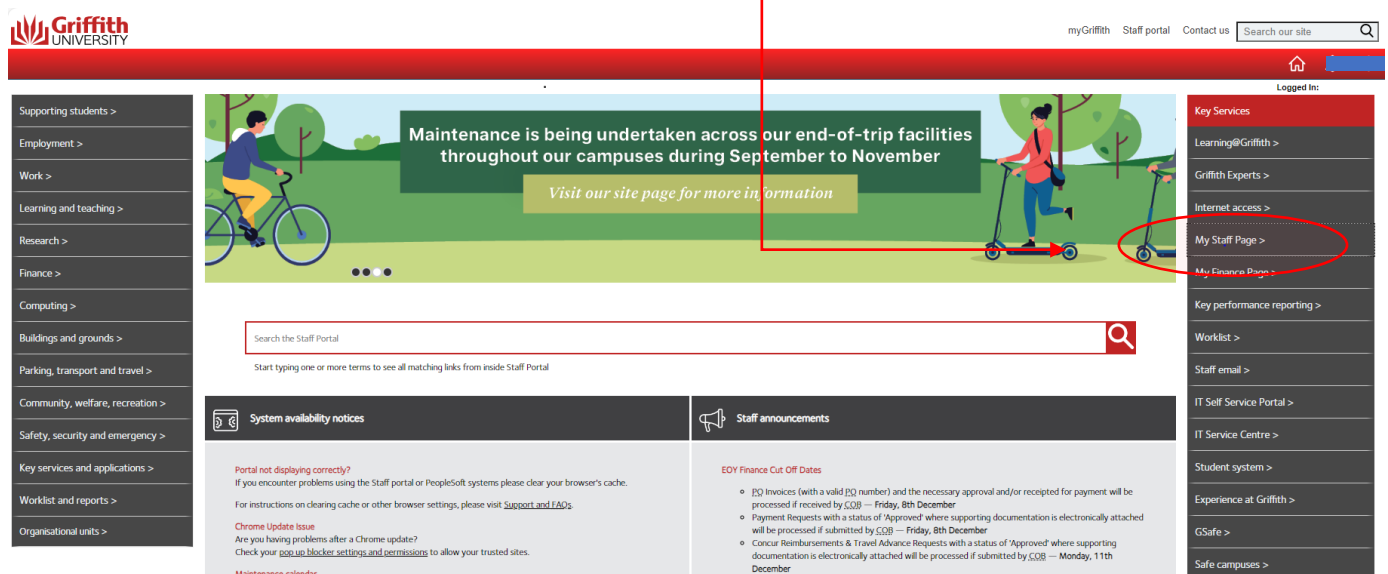
View a Sessional Appointment (Convenor View)

Introduction

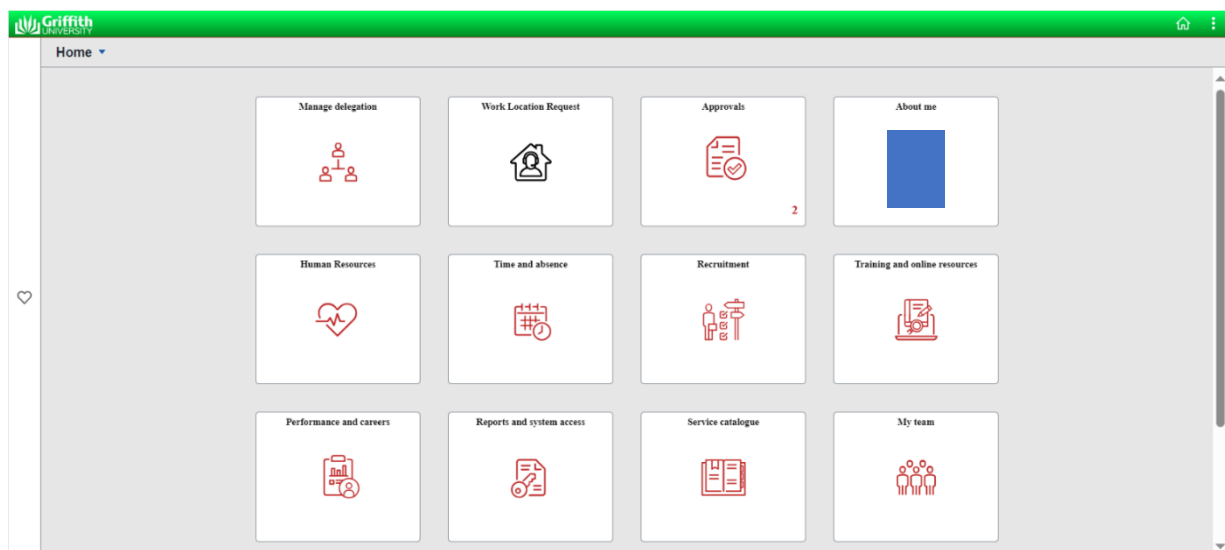
This guide will show you how to view a sessional appointment if you are a supervisor or course convenor.

Step 1: Navigate to the Staff Portal

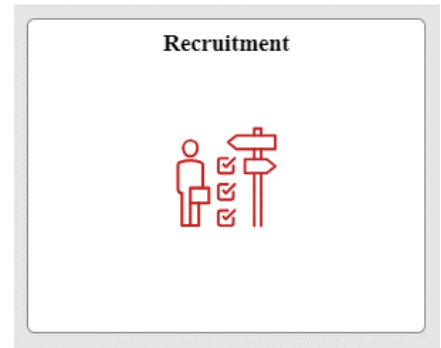
1 Click on the **My Staff Page** link.



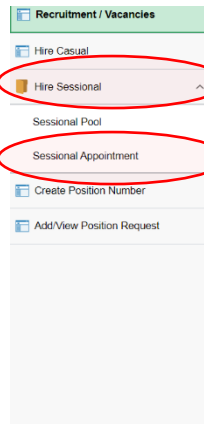
2 The PeopleSoft tiles will appear.



3 Click on the **Recruitment** tile.



4 Click on the arrow next to **Hire Sessional** to expand the menu.



5 Click on **Sessional Appointment**. The Sessional Appointment page will open in a new window.



Welcome to our new Recruitment page

Griffith has now transitioned to a new recruitment system for all advertised recruitment and direct appointments. If you would like more information about hiring using the new recruitment system, visit the [Hiring Manager Toolkit](#).

RECRUITMENT SERVICES

[Advertise a position](#) or [Process a direct appointment/secondment](#)
[Monitor progress of existing recruitment activity](#)

EXTEND OR END A FIXED-TERM CONTRACT

Complete the [Extend Fixed Term Contract form](#) to process a contract extension, as long as it meets the following criteria:

NOTE: ALL express extension processes must be discussed and confirmed with FINANCE prior to submitting a form

- **Minimum** of 7 days before the current contract end date; **and**
- No changes to the contract conditions; **and**
- There has been no break in service (i.e. - the contract end date has not lapsed); **and**
- The current appointment is **not** a secondment; **and**
- If employee has temporary residence, their current visa must cover the proposed new duration.

Step 2: View an appointment

1 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



2 Click **Search**.



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

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

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 a Sessional Timetable \(Convenor View\)](#) 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			