



**HUMAN RESOURCES
FAST TRACK NOMINATION FORM (General Staff)**

Completion of this form authorises Human Resources to advertise this Fast Track Nomination on the Job Vacancies website. If no Application for Review of Fast Track Nomination forms are received, this form will also serve as authority for Human Resources to process commencement of appointment.

SECTION 1 - CONTACT DETAILS

Work Area

Enquiries (to Name and Title) Telephone

SECTION 2 - POSITION DETAILS

Position No. Position Title Position Level

Business Unit (C Level)

TRIM Ref No Mail Bag No

SECTION 3 - CHECKLIST

- Following consultation between the Supervisor/Approved Delegate, the decision to use Fast Track Process has been agreed upon.
- Position Description has been updated (and forwarded to classifications@admin.uwa.edu.au if any changes have been made)
- Staff in the work area have been notified of fast track nomination before notification on HR Website
- If the nominee is on secondment from another part of the University, appropriate consultation with the relinquishing area has taken place.

Nominee's Eligibility

- Successfully been through a competitive selection process → Vacancy Ref No. (if known)
- Meets the requirements of the position
- Has not been fast tracked in the last three years
- Completed probation AND/OR Undertaken a Performance Development and Appraisal (PDA) within the last 3 months

SECTION 4 - NOMINATION DETAILS

Title Family Name First Names

Employee No

Five days after placement on web
OR
 Closing date for Requests for →

Ongoing Fixed Term

Start Date (dd/mm/yy) End Date (dd/mm/yy) Length of Contract

HOURS Full-time Part-time → Enter Hours per Fortnight/FTE

SECTION 5 - ACCOUNT DETAILS

Business unit <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Project/grant <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Account <input type="text"/> <input type="text"/> <input type="text"/>	% <input type="text"/>
Business unit <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Project/grant <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Account <input type="text"/> <input type="text"/> <input type="text"/>	% <input type="text"/>

SECTION 6 - ESSENTIAL DOCUMENTATION

Please attach the following documentation to this Nomination Form

- Position Description (including selection criteria)
- Up-to-date Curriculum Vitae of Nominee

