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| Recruitment checklist |
|  | Check with Federation University if there are any special discipline / subject knowledge requirements for the course/s the prospective teacher may require |[ ]
|  | Arrange distribution of applications, position descriptions and other documentation to members of the Selection Committee. |[ ]
|  | Ensure declaration of any Conflict of Interest from the selection committee and apply appropriate next steps. |[ ]
|  | Coordinate the shortlisting of applicants for interview.  |[ ]
|  | Write interview questions for the process and ensure the same interview questions are asked of all candidates. Noting that follow up questions may vary in the way they seek follow up answers. |[ ]
|  | Certified or signed as sighted Qualifications, and the Right to Work have been obtained.  |[ ]
|  | Ensure a detailed Curriculum Vitae has been obtained that demonstrates relevant discipline / subject knowledge and experience to teach the proposed courses/s. |[ ]
|  | Coordinate and ensure documentation of referee reports.  |[ ]
|  | Collate successful applicants’ documentation as evidence of approval to teach the course and file for annual audits from the university including:* Curriculum vitae with evidence of discipline / subject area knowledge
* Qualifications
* Any details on scholarship / professional development
 |[ ]
|  | Verbally advise interviewed unsuccessful candidates of the outcome.  |[ ]
|  | Successful applicant to apply for Federation Associate username, and fdlGrades access |[ ]
|  | Ensure teaching staff receives a copy of the Federation Partner Lecturer Handbook |[ ]
|  | Training partner teaching staff on how to use fdlGrades, Moodle and Turnitin as well as relevant policies and procedures such as:* [Learning and Teaching Policy LT1353](https://policy.federation.edu.au/learning_and_teaching/academic_programs_and_courses/learning_and_teaching/ch01.php)
* [Higher Education Assessment Procedure LT1254](https://policy.federation.edu.au/learning_and_teaching/assessment/assessment/ch01.php)
* [Higher Education Examinations Procedure LT1940](https://policy.federation.edu.au/learning_and_teaching/assessment/assessment/ch06.php)
* [Supplementary Assessment Procedure LT2032](https://policy.federation.edu.au/learning_and_teaching/assessment/assessment/ch07.php)
* [Academic Integrity Policy LT1943](https://policy.federation.edu.au/learning_and_teaching/compliance/academic_integrity/ch01.php)
* [Academic Integrity Procedure LT1944](https://policy.federation.edu.au/learning_and_teaching/compliance/academic_integrity/ch02.php)
* [Student Plagiarism Policy LT1435](https://policy.federation.edu.au/learning_and_teaching/student_appeals/student_plagiarism/ch02.php)
* [Student Plagiarism Procedure LT1513](https://policy.federation.edu.au/learning_and_teaching/student_appeals/student_plagiarism/ch01.php)
* [Student Evaluation of Learning and Teaching Procedure (Higher Education) CG1703](https://policy.federation.edu.au/corporate_governance/quality_assurance/student_evaluation/ch02.php)
 |[ ]
|  | Attend Partner teaching staff induction (record evidence that they attended it) |[ ]