



**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](mailto: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)
- Completed probation AND/OR Undertaken a PDR
- Meets the requirements of the position
- Has not been fast tracked more than once in the last three years

**SECTION 4 - NOMINATION DETAILS**

Title  Family Name  First Names

Employee No

Five days after placement on web

OR

Closing date for Requests for Review

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"/>	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"/>	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"/>	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"/>	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

