



Secondment Register – Frequently Asked Questions

How do I know if I'm eligible to sign up on the Secondment Register?

Continuing professional staff who have successfully completed probation are eligible to register. Fixed-term professional staff will be considered on case-by-case basis.

Why should I sign up on the Secondment Register?

The Secondment Register will generally be the first point of call for hiring managers when filling short term vacancies. Your registration ensures you are considered for any relevant opportunities that may arise.

Staff benefits include;

- building new and enhancing existing skills to improve career advancement prospects
- generating new enthusiasm and learning to develop both professionally and personally
- gaining a greater understanding of the University community to bring back new perspectives to your substantive position
- an opportunity to explore another working environment without making a permanent change

Are Secondment Positions Merit Selected?

Staff appointed to positions via the Secondment Register are **not** considered to be Merit Selected.

Why should I update my Registration on the Secondment Register?

An up to date application allows you the best opportunity to gain a secondment. Log in to the [UniSA Vacancy website](#), select the **My Profile** link on the left to display all applications/registrations of interest. Select the **Edit Application** link against the Secondment Register. Select the **Edit** link for the areas you wish to update. Once your details are updated click the **Save and Continue** button at the bottom of the screen.

To ensure the Secondment Register is kept current, a call for staff to re-register their interest or withdraw their application will be made in March each year. Please ensure you re-register your interest to be considered for future opportunities.

How do I update my CV?

On the first instance that you upload a CV to the UniSA e-Recruitment system, it will be assigned a file name. Upon upload of an alternate/updated CV, this replaces the original document, retaining the original file name but assigning a version number. This is standard, but the content of the file will reflect your changes. Check the correct file has been uploaded by clicking the link on the system.



Do I have to discuss my Registration on the Secondment Register with my Manager?

It is highly recommended you discuss your registration on the Secondment Register with your Manager. Your Manager may be contacted to discuss your availability and/or suitability for a potential opportunity.

Can my Manager say no to a secondment opportunity?

If there is a business requirement that you remain in your current position your manager can make a case to not approve your release for a secondment opportunity e.g. to complete a specific project

If you deem your manager's non-approval unfair your request can be escalated to the Deputy Director: People, Talent and Culture.

Are Academic Staff entitled to register?

There is no allowance for Academic staff to register in the current system.