Fast Facts 9 - Springboard Online Recruitment Process
QHEPS PAGE: https://qheps.health.qld.gov.au/metronorth/hr/recruitment/springboard

Springboard is the innovative and flexible recruitment tool for Queensland Health. As well as interfacing with the Smart Jobs and Careers websites, it delivers an end-to-end recruitment solution in a user-friendly online environment for line managers and recruitment support teams.

Launching Request to hire (RTH)
Before you start you will need:
- an approved role description
- appropriate verbal approvals to fill the vacancy
- If applicable, an approved Request to Fill (self-assessment sheet) must be completed for staff at RBWH, TPCH and Mental Health (Communities).

Start the process to fill your vacancy with Springboard

If you have difficulty uploading documents to the request to hire, you may need to clear your cache or cookies. Please view this guide for instructions on how to clear your cache in your relevant browser

Request to hire training guides
- Request to hire- quick reference guide
- Approver - Request to hire -quick reference guide
- Springboard user manual - request to hire

Hiring manager access and panel member review
Your local recruitment support team can provide you with access to these tools via email. The below support tools will guide you through managing applications online.
- Hiring manager - quick reference guide
- Candidate folders - quick reference guide
- Hiring manager module - Springboard user manual
- Panel member module - Springboard user manual

External access to Springboard
- Accessing Springboard on an external computer (non-QH)

Selection report tools
Metro North Recruitment team will provide you with access to the online selection report when it is due for completion. The following support tools will guide you through completing the online selection report.
- Selection report - quick reference guide
- Selection report- Springboard user manual

Contact us: Email recruitment