# Appointment Paperwork Checklist

## Current Employee

What documents are required from line managers? | Do I have this? | Requirements |
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**Compulsory** | | |
Employee Movement Form – Temporary or Employee Movement Form – Permanent | □ | • Must be completed in full
• Must have appropriate delegate signature (Please ensure it does not precede the selection report approval) |
Referee Report | □ | • Compulsory for every appointment (one for general appointment, two for medical) |
Selection Report | □ | • Only necessary for advertised vacancies or if it is a departmental requirement
• Ensure a summary for each shortlisted applicant against the key attributes has been completed
• Must be in full with the appropriate signatures |
**If Required** | | |
Copy of Australian Working Rights for Non-Australian Citizens | □ | • Copy of Visa grant notice
• Copy of VEVO check or written permission for Recruitment to complete check |
VPD Forms and Evidence | □ | • If transferring from another HHS |
Applications – Resume/CV/Cover Letter | □ | • Forward all applications received directly by the panel |
Assessment Materials | □ | • Shortlisting sheet/s and assessment sheet/s
• Recruitment and Selection records must be kept for 7 years after a process is finalised. |
Suitability Assessment | □ | • Compulsory for all Transfer at Level appointments |

### Questions/Support

Please contact your Recruitment Officer at metronorthrecruitment@health.qld.gov.au