



**User Guide for Academic Staff
Submitting your Staff Review and Plan
(ASRP)**

Getting Started / Things to Know

Overview

All Academic Staff Review and Plan (ASRP) submissions are to be submitted online via the University's eRecruit system.

Refer to the detailed steps below to complete your submission online.

Guidelines for Using eRecruit

The following guidelines have been developed for Academic staff members when using the eRecruit system to submit their ASRP online.

Logging into eRecruit

Before you log into the eRecruit system, you must ensure that your pop-up blocker has been turned off.

- (for PC users) Go to tools at the top right hand corner. Select "turn off pop-up blocker".
- (for Mac users) Go to Safari in the left hand corner. Ensure "Block Pop-Up Windows" is unticked.

Navigating through eRecruit

Do not use the "Back" button in your browser to go back to the previous page as your session will be interrupted and you will lose your changes.

Session Timeouts

Your session will timeout after 120 minutes of inactivity. It is important that you submit your work prior to this time.

Logging out of eRecruit

To log out of the eRecruit system, click on the "logout" link on the right hand side menu.

Assistance in Using the eRecruit System

For further assistance in using the eRecruit system and submitting online, please contact AskHR on (07) 3735 4011 and select option 4.

What to do before Submitting your Academic Staff Review and Plan (ASRP)

Checklist Item	TASK
1	Complete Part 1 and draft of Part 3 for this year's ASRP
2	Update / Complete the Academic Portfolio (.doc) Template
3	Schedule a review meeting time with your Academic Supervisor

Documents to Gather before Submitting your Application

Checklist Item	DOCUMENT
1	Previous signed ASRP (pdf only)
2	Completed Part 1 of the ASRP form and Part 3 in draft
3	Academic Portfolio
4	Any Additional Information (if applicable)

Step 1 - Lodging your ASRP Submission

Start the ASRP application online via the Academic Work @ Griffith website

Griffith Portal > Employment > Academic work @ Griffith > Academic performance review

Select "Academic Staff"

Under the table "3. Submit", click on the link that applies to your Academic Group

3. Submit	Submit documents online via the relevant link for your Academic Group. (Links will be made live no later than 28 April 2014). <ul style="list-style-type: none">■ Arts, Education and Law■ Business■ Health■ Sciences
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Click on the **link** for your Department, School, Centre or Institute within your Academic Group.

Note: Use and access this link as many times as you like until you have finalised your submission.

<p>Click on the relevant link below for your School or Research Centre to complete your personal details and attach all relevant documentation:</p> <p>School of Dentistry and Oral Health</p> <p>School of Human Services and Social Work</p> <p>School of Medical Science</p> <p>School of Medicine</p> <p>School of Nursing and Midwifery</p> <p>School of Pharmacy</p> <p>School of Rehabilitation Sciences</p> <p>School of Applied Psychology</p> <p>School of Public Health</p> <p>Office of the PVC (Health)</p> <p>Griffith Health Institute</p> <p>Australian Institute for Suicide Research and Prevention</p>
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Enter your Griffith email address to begin your submission. Tick the box to agree that you have read the University's Privacy Statement and select 'Next'.

Begin submission

E-mail address:

By continuing, you agree that you have read our [Privacy Statement](#)

Complete /Update your **personal details**

Save and jump to: [Home](#) > [Personal details](#) > [STAFF DETAILS](#) > [STAFF REVIEW](#) > [ACADEMIC STUDIES PROGRAM \(ASP\)](#) > [SUPPORTING DOCUMENTATION](#) > [Submit](#)

Personal details

Please fill in all mandatory fields marked with an asterisk (*).

Title: *

First name: *

Last name: *

Preferred name:

E-mail address: *

Home address: *

City/Suburb/Town: *

Country: *

State / Territory: *

PostCode/Zip:

Phone number: * +61

Mobile number: +61

SMS text notification: Yes
 No

Note: leave "SMS text notification" on **NO**

For "Employment Status" select "Currently employed by Griffith University"

Employment status:* Select

Password:*

Confirm password:*

A secret question and secret answer are used to retrieve your password should you forget it. Enter a secret question such as "My mothers maiden name" and then your answer:

Secret question:*

Create a password if you are first time user.

Employment status:* Currently employed by Griffith University

Employee/Student ID number:

Password:*

Confirm password:*

A secret question and secret answer are used to retrieve your password should you forget it. Enter a secret question such as "My mothers maiden name" and then your answer:

Secret question:*

Answer:*

Note: This does not need to be the same as your Griffith Portal password and will not update automatically. It is recommended that you create a password that you will easily remember.

Complete your **staff details**

Enter the details of your current position, the name of your academic supervisor and any additional responsibilities you may have within your role at the University.

Current Position*

Academic Supervisor*

Other Responsibilities if applicable

Discipline Head or Deputy Head Program Director

Higher Degree Research Convenor Other

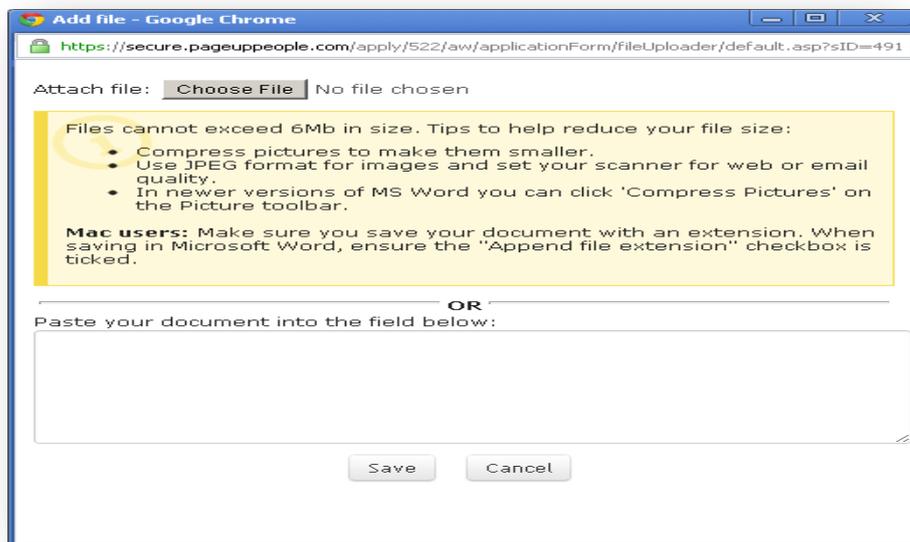
Please specify*

Upload your **Supporting Documentation**

Note: All fields marked with a * are mandatory and will require a document to be uploaded as part of your ASRP submission.

To upload a document:

- 🖱️ Click on “Choose File”
- 🖱️ Navigate to your file
- 🖱️ Click “Save”

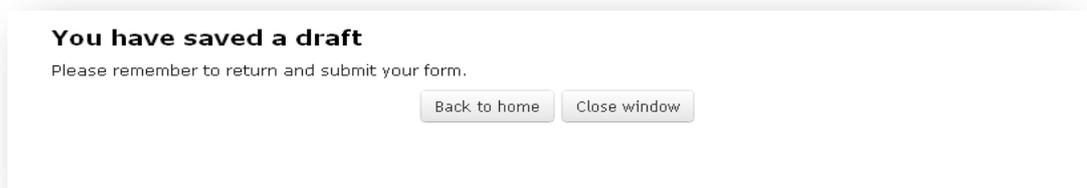


As you only have 2 hours in any session to complete your ASRP submission, you can **save** your submission at any time and return to it later.

From any screen click “Save and Exit”



The system will advise you when the draft has been saved



To **submit** your ASRP documentation, click “Submit Application”

Save and jump to: [Home](#) > [Personal details](#) > [STAFF DETAILS](#) > [STAFF REVIEW](#) > [ACADEMIC STUDIES PROGRAM \(ASP\)](#) > [SUPPORTING DOCUMENTATION](#) > [Submit](#)

Submit application

To complete your application, press the 'Submit application' button. By submitting this application, you are confirming that all information contained in this application is correct.

[Submit application](#) [Save and exit](#)

The system will prompt you if any mandatory fields or documents have not been completed or uploaded prior to submission.

Save and jump to: [Home](#) > [Personal details](#) > [STAFF DETAILS](#) > [STAFF REVIEW](#) > [ACADEMIC STUDIES PROGRAM \(ASP\)](#) > [SUPPORTING DOCUMENTATION](#) > [Submit](#)

Submit application

You are unable to submit this application as you have not viewed all pages or not completed all mandatory questions.

The following pages have not been viewed or they contain mandatory questions that need to be completed:

- [SUPPORTING DOCUMENTATION](#)

Click the above links to view these pages and to complete any mandatory questions.

[Save and exit](#)

Once the submission is complete, you will receive a confirmation that your ASRP is submitted successfully.

Application submitted

Your application has been submitted.

Applicant profile

If you would like to also be considered for other positions as they become available, you can enter our applicant pool by creating an applicant profile.

If you have already created a profile with us, please ensure your information is up to date.

[Edit profile](#)

[Back to home](#) [Close window](#)

If you have not already done so, **make a time to meet with your academic supervisor** to have your review meeting.

For more information regarding the process and policies, visit the Academic Work at Griffith page at <https://intranet.secure.griffith.edu.au/employment/academic-work>

Step 2 - Accessing Your Saved ASRP and Incomplete Submission

Log in to your eRecruit account via the Academic Work @ Griffith website

Griffith Portal > Employment > Academic work @ Griffith > Academic performance review

Select "Academic Staff"

Under the table "3. Submit", click on the link that applies to your Academic Group

3. Submit	Submit documents online via the relevant link for your Academic Group. (Links will be made live no later than 28 April 2014.) <ul style="list-style-type: none">■ Arts, Education and Law■ Business■ Health■ Sciences
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Click on the **link** for your Department, School, Centre or Institute within your Academic Group.

Note: Use and access this link as many times as you like until you have finalised your submission.

Click on the relevant link below for your School or Research Centre to complete your personal details and attach all relevant documentation:

School of Dentistry and Oral Health

School of Human Services and Social Work

School of Medical Science

School of Medicine

School of Nursing and Midwifery

School of Pharmacy

School of Rehabilitation Sciences

School of Applied Psychology

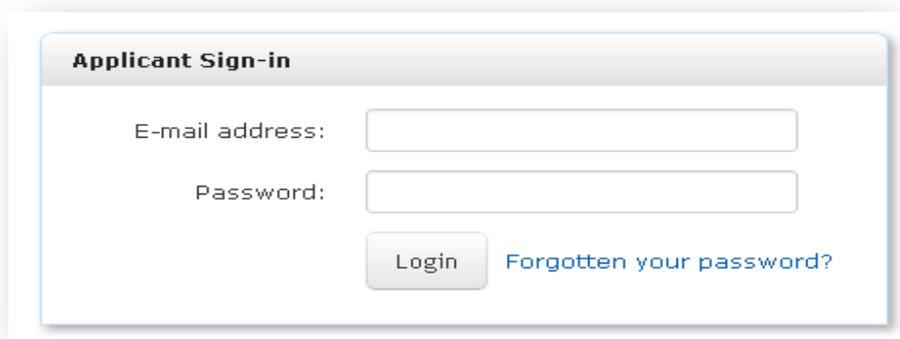
School of Public Health

Office of the PVC (Health)

Griffith Health Institute

Australian Institute for Suicide Research and Prevention

Sign in with your email address and the password you previously created



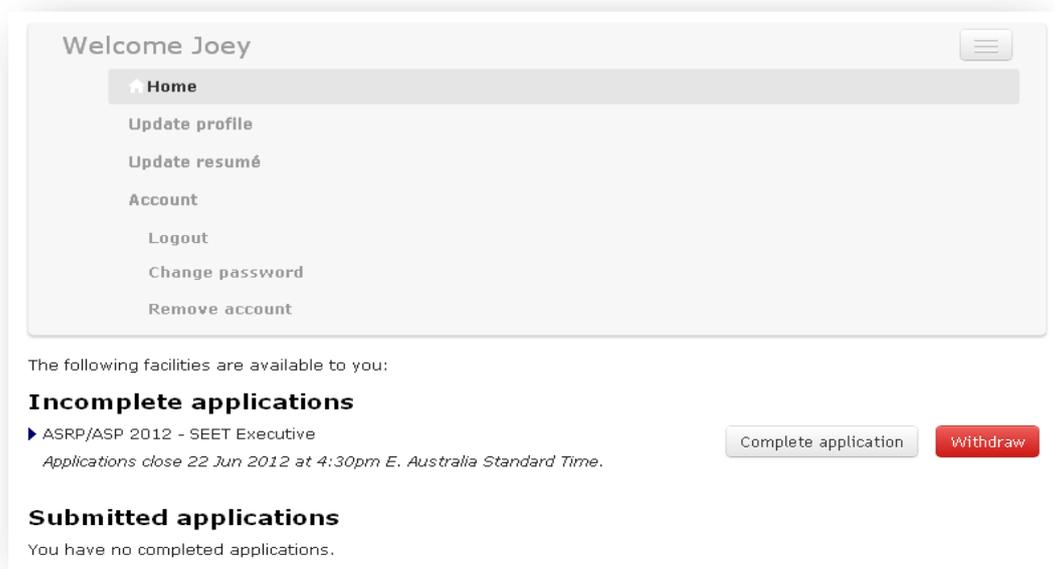
The screenshot shows a sign-in form titled "Applicant Sign-in". It contains two input fields: "E-mail address:" and "Password:". Below the password field is a "Login" button and a link that says "Forgotten your password?".

Note: If you forget your password, you can recover it by clicking “Forgotten your password” at the login screen.

Once logged in you will be redirected to the **home screen**. From the home screen you can complete a number of account maintenance tasks. You can also view the list of **incomplete** and completed submissions you have made.

To access and recommence your saved and incomplete application, locate your ASRP submission in the list and click on “**Complete Application**” in the white box.

Once completed you can then hit “Submit” as per the steps above or alternatively can “Save and Exit” to return to your submission again at a later stage prior to the closing date.



The screenshot shows a user's home screen. At the top, it says "Welcome Joey" with a menu icon. Below this is a navigation menu with options: Home, Update profile, Update resumé, Account, Logout, Change password, and Remove account. Underneath the menu, it states "The following facilities are available to you:". There are two sections: "Incomplete applications" and "Submitted applications". Under "Incomplete applications", there is a list item for "ASRP/ASP 2012 - SEET Executive" with a note that applications close on 22 Jun 2012 at 4:30pm E. Australia Standard Time. To the right of this list item are two buttons: "Complete application" (white) and "Withdraw" (red). Under "Submitted applications", it says "You have no completed applications."

Step 3 - Uploading Your Completed and Signed ASRP Form and Leave Plan

After you have met with your Academic Supervisor and your ASRP has been discussed, agreed and approved, you can then finalise your ASRP document submission.

Forward your original signed and completed ASRP to your respective School Secretary or Administrative Officer who will arrange with the relevant Group HR Business Partners to place your documentation on your staff file.

Step 4 - For More Information or Further Assistance

Academic Work @ Griffith: Policy and Procedural Advice

For more information regarding the academic staff review process and related policies and procedures, visit the Academic Work @ Griffith website at:

<https://intranet.secure.griffith.edu.au/employment/academic-work>

For further advice and guidance regarding the academic review process, contact your **Group HR Manager or HR Adviser** in HR Business Partners at:

<http://app.griffith.edu.au/phonebook/browse.php?level=4&id=Corporate+Services&id2=Human+Resource+Management&id3=Business+Partners>

Assistance with Submitting your ASRP via eRecruit:

If you require assistance in submitting your Academic Staff Review and Plan online using the University's eRecruit system, please contact **AskHR** in HR Staff Services on ext. 54011 and select option 4.
