# Title

Maximum of 55 characters (including spaces).

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# Summary

Maximum of 150 characters (including spaces).

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# Body

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| Introduction |
| Describe who should complete this task and the purpose of the content.  **Example**  You can appoint an employee to a temporary position to work on a project or to cover extended leave. How you arrange this appointment depends on the employment type you need to select.  The employment type you need to select depends on the person’s current position in the Queensland Government. There are 3 employment types:   * Secondment * Higher duties or relieving at level * Temporary engagement.   To determine the employment type you need to select, complete these questions. |
| User details (optional) |
| Collect the minimum amount of information you need about the user to complete the request. (H2) Your details (H2) Example  \* First name (Small text field)  \* Last name (Small text field)  \* Email (email field) |
| Questions |
| Collect the minimum amount of information you need to provide the appropriate outcome. (H2) Example heading (H2) Example question  Is your new employee currently a permanent Queensland Government employee? (Radio button)   * Yes * No |
| If ‘Yes’ OR ‘No’ is selected for ‘Is your new employee currently a permanent Queensland Government employee?’, show the following. |
| (H2) Example heading (H2) Example text  We use current agency and business details. If your agency or business has been impacted by a Machinery of Government (MoG) change, speak with your manager or HR team to confirm the advice given is correct for your current circumstances. Changes may not be in effect.  For business areas, select the agency the business area reports to, then the business area. If the business area is not listed under the agency, select Other government body as the agency.  Example questions  Which agency are you from? (Drop down list)  Which agency is your new employee from? (Drop down list)  Start date \*  (Date field selector)  Tool tip: Use dd-mm-yyyy (Use tool tips to help users complete more difficult fields). |
| Privacy (optional) |
| Show for all. |
| Display privacy information if you have collected personal information. (H2) Your privacy (H2) See our privacy statement to find out how we handle and protect your personal information. |
| Show for all. |
| Submission (Optional) |
| You might want to display outcomes based on selection (without the need for a ‘Submit button’), or you may want to include a ‘Submit button’ as the final action. Test with your users if you’re unsure.  A blue rectangle with white text  Description automatically generated |
| Outcomes |
| If (‘Health’ is selected for ‘Which agency are you from?’) *AND* (‘Education’ is selected for ‘Which agency is your new employee from?’) show the following. |
| Provide the minimum amount of information your user needs as the outcome. (H2) Example heading (H2) Example text  This is a secondment arrangement. You need to complete an Appointment request form. Your new employee’s manager needs to complete a secondment out.  **Example alerts**   |  |  | | --- | --- | |  | Use green for a positive outcome. For example, ‘The employment will be a secondment.’ |  |  |  | | --- | --- | |  | Use blue for information. For example, (H2) Short-term secondment (H2) If your secondment is for less than 3 months, consider a reimbursement arrangement. This means your employee's home agency can continue to pay them and your agency's Finance team can reimburse the home agency.  Contact your HR and Finance teams to organise this arrangement. Do this before you complete the Appointment request form. |  |  |  | | --- | --- | |  | Use orange for a warning. Encourage the user to do something. |  |  |  | | --- | --- | |  | Use red for a stop. The user cannot progress. | |
| If (‘**Queensland Police Service’** is selected for ‘**Which agency are you from?**’) ***AND*** (‘**Queensland Ambulance Service**’ is selected for ‘**Which agency is your new employee from?**’) show the following. |
| |  |  | | --- | --- | |  | Speak to your HR team to find out the appropriate employment type. | |

# Key words

List key search terms and phrases. Separate with commas.

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# Available for company

Select which agencies this content applies to or leave blank for all.

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| Agriculture and Fisheries (DAF)  Children Safety, Deniors and Disability Services (DCSSDS)  CITEC  Education and Training (DET)  Electoral Commission Queensland (ECQ)  Employment, Small Business and Training (DESBT)  Energy and Climate (DEC)  Environment, Science and Innovation (DESI)  Housing, Local Government, Planning and Public Works (DHLGPPW)  Inspector-General Emergency Management (IGEM)  Justice and Attorney-General (JAG)  Legal Aid Queensland (LAQ)  Office of Industrial Relations (OIR)  Premier and Cabinet (DPC)  Public Service Commission (PSC)  Public Trust  Queensland Ambulance Service (QAS)  Queensland Audit Office (QAO)  Queensland Building and Construction Commission (QBCC)  Queensland Corrective Services (QCS)  Queensland Fire Department (QFD)  Queensland Government Customer and Digital Group (QGCDG)  Queensland Health (QH)  Queensland Human Rights Commission (QHRC)  Queensland Police Service (QPS)  Queensland Shared Services (QSS)  Queensland Treasury (QT)  Regional Development, Manufacturing and Water (DRDMW)  Resources (DRES)  Smart Services Queensland (SSQ)  State Development and Infrastructure (DSDI)  Tourism and Events Queensland (TEQ)  Tourism and Sport (DTS)  Transport and Main Roads (TMR)  Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA)  Youth Justice (YJ) |

# Subject matter expert

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| Reviewers |  |  |
| Date |  | |

# Customer reviewed

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| Reviewed | Yes  No |
| Date |  |

# Editor

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| --- | --- |
| Name |  |
| Date |  |
| Business unit |  |

# Director or equivalent approval

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| --- | --- |
| Name |  |
| Date |  |
| Position |  |
| Business unit |  |