

Pool Recruitment: Job Advertisement Statements

The following are examples of how pool recruitment advertisements may be framed.

Agencies can use these statements or create their own to suit the tone of their normal communications while ensuring the language is clear, avoids jargon and meets the needs and interests of applicants.

Time limited pool

Applications are now open for full time and part time [type or name of] positions at level/s [numbers] that become vacant through to 20 December 2026.

Applicants found suitable are placed in a pool and may be offered permanent and fixed term positions. Applicants appointed for a fixed term may be offered a permanent position in the future and may be eligible for conversion to permanency.

We have 3 permanent and 2 fixed term (6 months) vacancies that require immediate filling. Applications close on [date].

Open pool

Applications are invited for full time and part time [type or name of] positions at level/s [numbers] across multiple locations.

Applicants found suitable are placed in a pool and may be offered permanent and fixed term positions. Applicants appointed initially for a fixed term may be offered a permanent position in the future and may be eligible for conversion to permanency.

We have 3 permanent and 2 fixed term (6 months) vacancies that require immediate filling.

There is no closing date for applications – you can apply at any time.

OR Applications close on [date] and will open again in the future to refill the pool.

Shared open pool

The Department of A and Department of B invite applications for full time and part time [type or name of] positions at level/s [numbers] across multiple locations.

Applicants found suitable are placed in a pool and may be offered permanent and fixed term positions. Applicants appointed initially for a fixed term may be offered a permanent position in the future and may be eligible for conversion to permanency.

We have 3 permanent and 2 fixed term (6 months) vacancies that require immediate filling.

There is no closing date for applications – you can apply at any time.

OR Applications close on [date] and will open again in the future to refill the pool.