Department identifies a work need and considers the appropriate type of engagement

- One-off piece of work required within set timescale but where individual has ability to carry out work in manner and at times of their own choosing
  - Contract for services

- Short, specific, one-off piece of work
  - Casual engagement

- Individual is required to undertake work on a regular basis within a known, defined timeframe
  - Fixed-term contract

- Expectation of work to continue from one year to the next
  - Open contract

**ISSUING CONTRACT OR CASUAL ENGAGEMENT**

- Is the work of an administrative nature?
  - Yes: Contact the University Temp Pool
  - No: Department undertakes recruitment following standard University guidelines or PGWT recruitment guidelines

**DEPARTMENT DECIDES**

- Department completes the appropriate appointment documents and passes them to HR

**HR IS ISSUING CONTROLLER**

- HR issues fixed-term contract offer to individual
  - Is fixed-term contract most appropriate?
    - Yes: Contract extension
    - No: Department follows standard process for end of fixed-term contract

**END OF CONTRACT**

- Is continued work available?
  - Yes: HR issues open contract offer to individual
    - Is fixed-term contract most appropriate?
      - Yes: Contract extension
      - No: Department follows standard process for end of fixed-term contract
  - No: Department issues contract for services

**HR IS ISSUING CONTROLLER**

- Department completes casual engagement forms
  - Is continued work available?
    - Yes: HR issues fixed-term contract offer to individual
    - No: Department issues engagement form and letter to individual

**DEPARTMENT DECIDES**

- Department issues contract for services
  - Is the work of an administrative nature and under twelve months in length?
    - Yes: Contact the University Temp Pool
    - No: Department undertakes recruitment following standard University guidelines or PGWT recruitment guidelines

**ISSUING CONTRACT OR CASUAL ENGAGEMENT**

- Department confirms tax status of individuals (send to finance)
  - Department issues contract for services

**END OF CONTRACT**

- No expectation of work to continue
  - Engagement ends

- Short, specific, one-off piece of work
  - No expectation of work to continue

- Individual is required to undertake work on a regular basis within a known, defined timeframe
  - No expectation of work to continue

**HR IS ISSUING CONTROLLER**

- HR issues fixed-term contract offer to individual
  - Is fixed-term contract most appropriate?
    - Yes: Contract extension
    - No: Department follows standard process for end of fixed-term contract

**DEPARTMENT DECIDES**

- Department issues engagement form and letter to individual
  - Is continued work available?
    - Yes: HR issues fixed-term contract offer to individual
    - No: Department issues contract for services