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

Is the work of an administrative nature?
- Yes
  - Contact the University Temp Pool

Is the work of an administrative nature and under twelve months in length?
- Yes
  - Contract for services

  - Department confirms tax status of individuals
  - Department issues contract for services

- No
  - Casual engagement

  - Department completes casual engagement forms
  - Department issues engagement form and letter to individual

Is continued work available?
- No
  - Engagement ends

- Yes
  - Fixed-term contract

  - HR issues fixed-term contract offer to individual

Is fixed-term contract most appropriate?
- No
  - Expectation of work to continue from one year to the next
  - Open contract

- Yes
  - Contract extension

  - Department completes the appropriate appointment documents and passes them to HR
  - HR issues open contract offer to individual

There's more to:

DECISION ON ENGAGEMENT
ISSUING CONTRACT OR CASUAL ENGAGEMENT
END OF CONTRACT

HR