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

Activity is in a set timeframe and the individual is able to carry out work in a manner and at a time of their choosing. The individual can substitute another individual if required to ensure the work is completed.

One-off piece of work or work on an occasional basis. No expectation of the work continuing. The University controls the work / hours / pattern and selects the individual to do the work.

To deliver ongoing work, working for and controlled by a University manager and working for a defined number of hours. The university will select the individual required to do the work.

Consider whether the employment status should be checked by Payroll

Individual is not self-employed

Employment status check must be carried out by Payroll

Individual is self-employed

Contract for services

Casual engagement

Fixed-term contract

Open contract

Is the work of an administrative nature?

Yes

Contact the University Temp Pool

Department completes casual engagement forms

Department issues contract for services
Follow procurement procedures for appointment of suppliers

No

Department undertakes recruitment following standard University guidelines or PGWT recruitment guidelines

Department completes the appointment documents and passes them to HR

Is the work of an administrative nature?

No

Is the work available?

Yes

Is fixed-term contract most appropriate?

Yes

Department follows process for end of a fixed-term contract

Contract extension

HR issues open contract offer to individual

No

HR issues fixed-term contract offer to individual

No

Department issues engagement form and letter to individual

Is continued work available?

No

Engagement ends

Yes