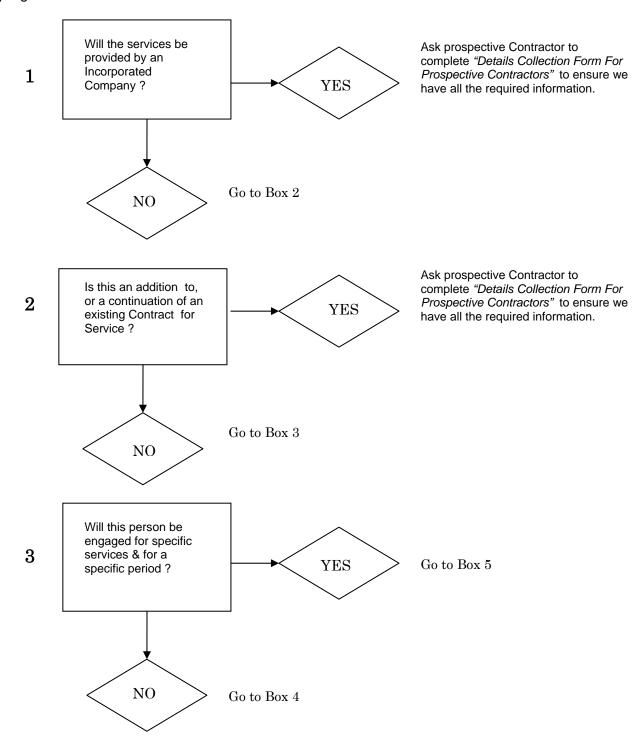


Contract for Service or Employment Agreement?

Version: 1 Feb 2009

Decision Flowchart

This flowchart is designed for use by the Department wishing to engage an individual or company. As you are working through it please circle the "yes" or "no" box to illustrate your progress.



4

5

Will this person be permanently engaged

to carry out specific

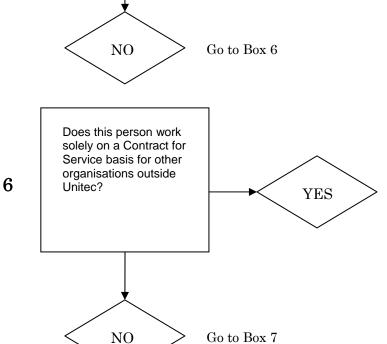
NO

Is this person already an employee at

Unitec?

tasks?

Go to Box 5



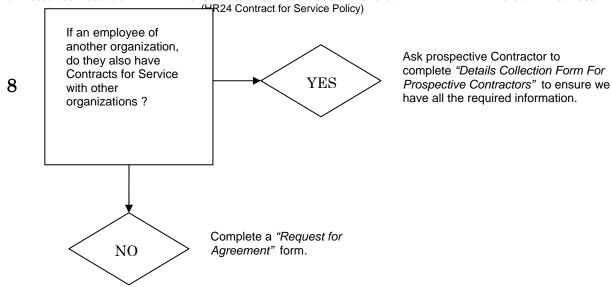
7 Is this person a current employee of any other organisation ?

YES

Ask prospective Contractor to complete "Details Collection Form For Prospective Contractors" to ensure we have all the required information.

NO

Go to Box 8



Please Note:

On return of a "Details Collection Form For Prospective Contractors" from the Individual/Company, if <u>all</u> the answers are '**yes**' then complete a "Request for Contract for Service" form.

If some of the answers are 'no', please contact Human Resources.