How do I recruit a Casual Employee?

Process Map for Casual Recruitment Pilot

HM:	Hiring Manager
RC:	Recruitment Coordinator
HRBP:	Human Resources Business Partner
SH:	SnapHire

Hiring Manager (HM) identifies need for casual employee and speaks to HR Business Partner

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HM notifies Casual Recruitment Team of need through "Request to Recruit" in SnapHire

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Recruitment Coordinator (RC) receives request, adds forecast spend, and starts the approval chain

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SnapHire request moves through approval chain and is approved (if declined HM to contact their Manager)

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RC conducts brief kōrero and determines if **Casual Academic**, **Casual Professional**, or **Casual Pool Temp**

Casual Academic

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RC contacts preferred candidate (supplied by HM) to share SnapHire employment application

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Candidate submits employment application through SnapHire

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RC conducts interview with candidate

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RC conduct pre-employment checks

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RC submits AskHR for offer approval

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AskHR approved

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RC verbally offers, generates employment agreement and assignment letter if applicable

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Candidate returns all paperwork

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HR Services inputs hire into PeopleSoft and submits IMS ticket

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HM contacts employee to arrange first day details

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IMS provides computer access info to HM

Candidate joins Unitec and submits timesheets which are approved by Hiring Manager (which we now call the Assignment Manager)

Casual Professional

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RC contacts preferred candidate (supplied by HM) to share SnapHire employment application link

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Candidate submits employment application through SnapHire

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RC conducts Recruiter Interview with candidate

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RC conduct pre-employment checks

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RC submits AskHR for offer approval

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AskHR approved

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RC verbally offers, generates employment agreement and assignment letter if applicable

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Candidate returns all paperwork

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HR Services inputs hire into PeopleSoft and submits IMS ticket

↓

HM contacts employee to arrange first day details

↓

IMS provides computer access info to HM

Candidate joins Unitec and submits timesheets which are approved by Hiring Manager (which we now call the Assignment Manager)

Casual Pool Temp

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RC reviews current casual temp pool to source a casual employee

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Candidate Available / **Candidate not available**

Candidate Available

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RC sources casual temp employee and sends them IEA (if applicable) and assignment letter

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RC notifies Hiring Manager of employee name and contact details

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RC contacts casual employee to arrange first day details.

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RC checks for access for computer, keys etc

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Casual Pool Temp joins Unitec and submits timesheets which are approved by Hiring Manager (which we now call the Assignment Manager)

Candidate not available

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RC introduces Hiring Manager to preferred staffing agency

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Staffing agency submits candidate CVs via SnapHire along with Person of Interest form

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Happens Simultaneously

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HR Services inputs hire into PeopleSoft and submits IMS ticket

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IMS provides computer access info to RC who gives to HM

Delegate of HM raises PO for entire forecast spend and gives to Agency

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HM confirms first day details with staffing agency and RC. HM actions

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Staffing agency sends weekly invoices to HM

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HM approves hours via agency timesheet approval process

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Delegate of HM reconciles weekly invoice against PO