# PROCESSING SHORT TERM ENGAGEMENTS IN STONEFISH



**CASUAL WORKERS** 

~ Duration of engagement is < 1 week

## Example(s)

- Open Day Assistants
- External Lecturer to prepare and cover (e.g. 1 hour lecture and 4 hours preparation)



**SHORT TERM TEMPORARY STAFF** 

~ Duration of engagement is > 1 week, but < 3 months

### Example(s)

- Short term clerical/ technical/research assistance\*
- Instructors/Tutors (hourly paid coaches or mentors)

\*engaged directly, or via an approved Recruitment agency



#### **WORKER AGREEMENT**

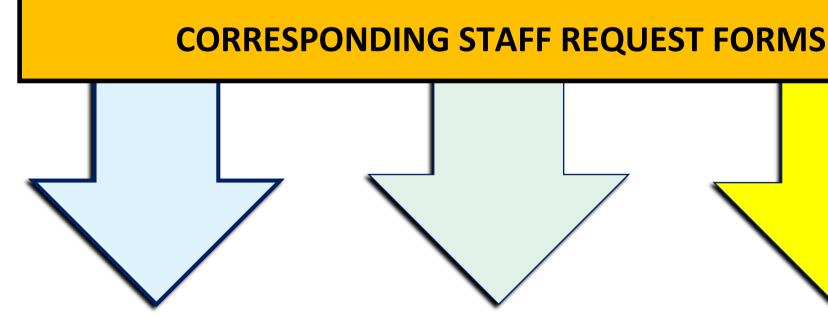
Ongoing flexible/ad hoc support & no obligation on either side to offer/accept work

### Example(s)

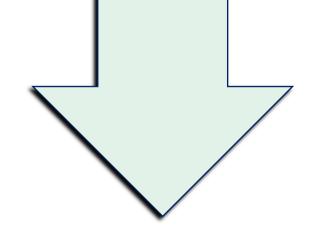
- External Examiners/ **Invigilators/Moderators\***
- Question Setters\*
- Reception cover
- Filing
- Student hosts
- Interviewing Research **Participants**
- Teaching several sessions/module design/marking\*
- Hourly Paid Actors / Musicians

\*Undergraduate level only

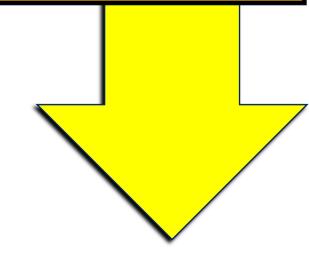
FOR ALL 3 OPTIONS, SELECT: 'RESOURCE NEEDED TO DELIVER A ROLE OR SERVICE'



**SELECT WORKER FORM** 



**SELECT THE TEMP/AGENCY FORM** 



**SELECT WORKER FORM**