

Casual Employment Procedure

Section 1 - Purpose

(1) To detail the steps and responsibilities associated with the recruitment, selection and appointment of casual staff.

Section 2 - Policy

(2) Refer to the [Casual Employment Policy](#).

Section 3 - Procedures

(3) This Procedure (Casual Employment Procedure) requires actions by the following:

- a. Applicant;
- b. Executive Dean/Head of Office; and
- c. Supervisor.

Supervisor

Recruitment

- (4) Determine the job requirements for the casual employment position.
- (5) Obtain funding approval for the casual position.

Advertising

(6) Advertise the position internally and/or externally using the Macquarie University recruitment system. Advertise using other media as appropriate.

Selection

- (7) Conduct a reference check if required. For guidance, refer to the Reference Check templates on the [Human Resources Forms](#) website.
- (8) Select the most suitable applicant. Where appropriate, conduct interviews.

Appointment

(9) Offer position to the most suitable applicant.

Applicant

(10) Accept or decline casual employment offer.

Supervisor

(11) If offer accepted, advise unsuccessful applicants.

(12) If offer declined, select the next best applicant and continue with the appointment process above.

Applicant

Commencement

(13) On commencing duties, complete and sign the relevant appointment form (see [Human Resources Forms](#) website) and a Tax File Number Declaration:

- a. Casual Academic Staff Appointment Form; or
- b. Casual Professional Staff Appointment Form.

Supervisor

(14) Forward the above forms to Human Resources, after authorisation by the Faculty / Office.

Conflict of Interest

(15) Declare any family and / or close personal relationship, which may cause a potential conflict of interest, to the Executive Dean / Head of Office, prior to the selection process.

Executive Dean / Head of Office

(16) Make amendments to the selection process and/or impose acceptable supervisory arrangements to negate any conflict of interest, if the staff member is:

- a. involved in the selection decision; or
- b. in a supervisory relationship to the casual employee.

Section 4 - Guidelines

(17) Nil.

Section 5 - Definitions

(18) Nil.

Status and Details

Status	Current
Effective Date	22nd February 2021
Review Date	1st June 2021
Approval Authority	Vice-President, People and Services
Approval Date	16th September 2008
Expiry Date	Not Applicable
Responsible Executive	Nicole Gower Vice-President, Professional Services
Responsible Officer	David Ward Chief People Officer
Enquiries Contact	David Ward Chief People Officer