

# PROCESSING SHORT TERM ENGAGEMENTS IN STONEFISH

**SS1**

## 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)

**SS2**

## 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*

**SS4**

## 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/marketing\*
- Hourly Paid Actors / Musicians

*\*Undergraduate level only*

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

## CORRESPONDING STAFF REQUEST FORMS

SELECT WORKER FORM

SELECT THE TEMP/AGENCY FORM

SELECT WORKER FORM