

# Contractor Engagement Assessment Form – Status Explainer

## Introduction

This document explains the set of status options for the Contractor Engagement Assessment Form, including email notification recipients, responsible parties and next steps.

Further information about Contractor Management can be found at the HR Contractor Management page, located here: <https://www.adelaide.edu.au/hr/recruitment/contractor-management>

## Status Explainer

Status	Email Notification Recipients	Responsible Party	Next Step
Open - Created	N/A	Requester	Complete and Submit the form
Open - Awaiting Assessment	TO: contractormgmt@adelaide.edu.au	HR Compliance	Perform the assessment, comment, submit
Open - for IMT Review	TO: globalmobility@adelaide.edu.au	IMT	Seek advice, comment, submit
Assessed - AP Contractor	TO: Requester's email address	Requester	Requester to contact Finance and referred to the Finance website
Assessed - HR Employee	TO: Requester's email address	Requester	Requester to contact HR via hroperations@adelaide.edu.au
Assessed - Existing CW	TO: Requester's email address	HR Compliance	HR Compliance to refer to HR Operations if existing CW record needs updating. Otherwise, record is ready for payment
Assessed - New CW	TO: Requester's email address CC: hroperations@adelaide.edu.au	HR Operations	HR Operations get into contact with Requester for further details
More Information Required	TO: Requester's email address	Requester	Add necessary details, resubmit
Auto - Labour Hire	TO: Requester's email address	Requester	Requester to contact Finance and referred to the Finance website

## Contact us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au)

Auto – Multiple Workers	TO: Requester's email address	Requester	Requester to contact Finance and referred to the Finance website
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