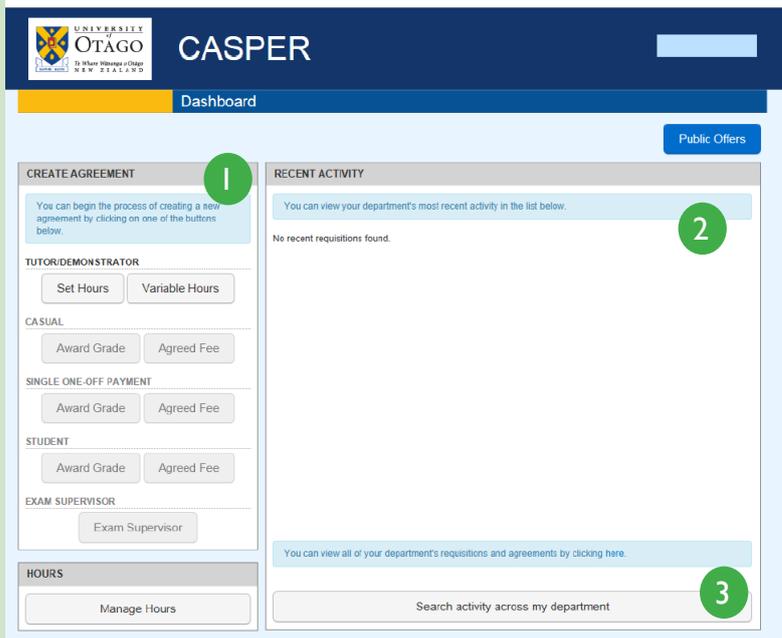


## The dashboard



The dashboard is the first thing you will see when you log in to Casper.

Go to <https://corpapp.otago.ac.nz/casper/> or you can get access from HR Toolkit on the Human Resources website.

- 1) The dashboard is where you go to create **new requisitions**.
- 2) On the right-hand side, you can see the most recent requisitions you have been working with.
- 3) The “**Search Activity Across My Department**” function enables you to track the status of each agreement within your department, easily.

## The process

### 1. Set up your requisition

- The requisition is the first step in creating an agreement
- You are setting up a position for applicants to apply to
- You can set up a requisition for one person, or you can set one up that many people can apply to (and they can have different dates/rates)
- The requisition can be public (advertised on the HR website) or private (shared via a link)
- The requisition remains in a state of ‘pending’ until it is approved (either by you or your approver)
- Once the requisition is approved, people can apply to it.

### 2. The applicant applies to your requisition

- Applicants can either fill out their personal details themselves, or they can enter their student or University username to pre-populate their information
- The applicant is required to indicate their citizenship details, whether they have worked here before, and whether they have any health conditions
- The applicant can upload attachments to their application
- **Note:** *If an applicant has identified that they are anything other than a “New Zealand or Australian Citizen”, they will be asked to supply their visa/permit to you. If you have already sent a copy to Payroll and conditions haven’t changed, then there is no need to send another copy to Payroll.*

### 3. You review the applications that have been submitted

- As applications come in, their status becomes 'pending' - this means you need to take action
- Click on the applicant's name to review their application
- If you would like to, you can edit their hourly rate on the actions toolbar, or edit other key details (e.g. hours) by clicking on the 'edit application' button
- Once you are happy with the offer, click 'Approve appointment' or 'Request approval' as appropriate
- This will generate a letter of offer that is emailed to the applicant
- Otherwise, you can reject (and speak to the applicant) or reject and send correspondence (sending an automated email to the applicant regarding the outcome of their application)

UNIVERSITY OF OTAGO CASPER TEST Michelle O'Brien

Applications List

Applications for Requisition  
**Jared - Casual Agreed Fee** [Back to requisition details](#)

VIEW APPLICATIONS / AGREEMENTS

Filter name:  Filter by applicant status:  Filter Reset

Name	Email Address	Submitted	Status	Offer Expiry Date
Trevor True	jared.hayes@otago.ac.nz	13 June, 2014, 12:42 p.m.	Pending	—
Trevor True	jared.hayes@otago.ac.nz	13 June, 2014, 12:46 p.m.	Pending	—
Gary Niemi	gary.niemi@otago.ac.nz	13 June, 2014, 1:48 p.m.	Acceptance Requested	16/06/2014 4:33 p.m.

3 applications

### 4. An offer is generated and the applicant accepts

- The offer email contains the details of the position, as well as the terms and conditions
- The applicant is required to click on an online form link to accept or decline their offer
- On the acceptance page, the applicant enters their bank account details and IRD information
- Once the applicant presses submit, the system generates an employment agreement
- You also get a copy of the employment agreement

## Frequently Asked Questions

### Can I use pre-screening questions?

You can select pre-screening questions which then appear on the application for applicants to complete. Completing these will be mandatory if they are included.

If you want to suggest an additional question, be aware that it won't appear instantly, as HR will need to look at it first (you can suggest a pre-screening question without saving a requisition, any time).

### What other actions can I take?

**Change the rate for applicants:** You can change the rate for each particular applicant. This does not change the rate on the original requisition.

**Place on hold:** You would do this in instances where you might like to consider the person for a different role. You would need to talk to the person if this is the case.

**Reject:** You would do this if you wanted to reject the application, but talk to the person verbally.

**Reject and send correspondence:** You would do this if you want correspondence sent to the application (this generates an automated email to the applicant).

### How do I know if a candidate has accepted?

A candidate needs to accept their offer within three days. Beyond that timeframe, the offer expires and a new one will need to be generated. You will receive a copy of their electronically signed employment agreement by email. You do not need to send anything to Payroll (apart from a copy of the sighted visa if applicable).

## NEED HELP?

Contact Payroll on 03 479 8332 or [payroll@otago.ac.nz](mailto:payroll@otago.ac.nz)