

How do I apply?

There are **two ways** you can apply for a role:

1. Visit the Join Otago page on the HR website(www.otago.ac.nz/humanresources/join-otago) and click on the 'Casual Vacancies' link on the right hand toolbar
2. The Hiring Manager may send you an email containing a link to the role. This link will take you straight to the application form, without you having to log in.

Completing the application

- You can type your details in yourself, or you can click on the 'Retrieve Details' button. This will ask you to enter your University student or staff credentials.
- Please make sure you enter the correct email address, as this is where your letter of offer will go if you are successful.
- If you are on a visa/work permit, you will need to record this under the citizenship section.
- Once you submit your application, you will receive an email providing you with the contact details to use if you have any queries.

I've received an offer; how do I accept?

- The email you received will include both the offer letter (as a PDF attachment) and a link to an acceptance page.
- You have three days to accept your offer.
- Click on the link to go to the acceptance page, and select 'Accept'. You will see key information about the role, including:
 - The details of the position
 - Terms and conditions
 - Employment Relationship Problem Resolution Process
- Enter your bank account details, your IRD number and your tax code. Press 'Submit'
- You will receive a final copy of your electronically signed agreement via email.

I was expecting an offer, but I didn't receive it. Why?

- We have found that this is most commonly caused by entering an incorrect email address in your application. Please make sure you enter a correct email address that you regularly check. If you have used the wrong email address, your Department will need to contact Payroll for them to reset your application.

I clicked on the link to the acceptance page, but it is no longer valid. What do I do?

- This has happened because you did not accept your offer within three days.
- You need to **contact the Department** and ask them to regenerate the offer.

What else do I need to know?

- You don't need to fill out a paper agreement form, nor do you need to supply a copy of your bank deposit slip or an IR330.
- You do however need to take a copy of your visa/work permit to your Department.