## FLOW CHART:


2. Has employee worked a regular pattern of hours in last 6 months that they could continue as a permanent employee?

No - Notify employee in writing within 21 days that $\longrightarrow \quad$ no offer is being made, including reason. Employee may raise dispute with Fair Work Commission.

Yes - Notify employee in writing within 21 days that no offer is being made, including reason. Employee may raise dispute with Fair Work Commission
5. Once accepted, discuss with employee whether full time or part time hours of work and commencement date.
3. Are there reasonable business grounds not to make an offer?

No - Make written offer of conversion to Full Time or Part Time employment (based on hours worked) within 21 days of employee completing 12 months". Go to Question 4

4. What response has been received from employee within 21 days?
$\downarrow$
6. Give written notice of whether full time or part time, hours of work and commencement date.


