Request Temporary Staff via Temporary Service Agency

The following information will be used to request temporary staff from the approved listing on our website. Temporary staff encompasses workers via a third-party agency to support short or long-term projects. Please complete this form, request department head approval and, upon approval, submit to the Human Resources department.

Date Prepared: ________________

Position Title:

____________________________________________________________________

Division/Department

____________________________________________________________________

Supervisor:

____________________________________________________________________

Start Date: ________________

___ F/T  ___ P/T ________ hours per week

Duration of assignment: No more than 6 months

Keeping them past 6 months, by moving around different positions. As far as a Contract Agreement with a staffing agency firm, a position is defined as a job function or job title, (classification, not a position number, what we use as position control). Once a temporary worker contracted six 6 months has been exhausted there needs to be a full 90 days of separation before they can be reused for additional six (6) months.

Start Date_________________________  End Date___________________________

Tips for Identifying and Evaluating Temporary Agencies
Request Temporary Staff via Temporary Service Agency

https://www.wm.edu/offices/hr/managerssupervisors/hiringrecruitment/hiring-a-temp/index.php

Position Summary

What are the major responsibilities of this position? Why does this job exist? (2-4 brief, clear, concise statements)

Purpose:

Duties:

**SALARY:**

What is the estimated salary/hourly rate for this position?

____________________________________________

Budget code (Index) for funding position: ________________

Projected budget amount needed: ________________

**Signatures:**

Hiring Manager ___________________________ Date: __________________________

Department Head ___________________________ Date: __________________________

Please return completed form to your HR Employment representative.

Thank you.