

TEMPORARY STAFFING OPTION PROCESS/STEPS

TASK/FUNCTION	STEP/PROCESS	RESPONSIBLE MEMBER
Access current Workforce Needs	<ul style="list-style-type: none"> Analyze current workforce staff to ensure all department/unit needs are being met Consider Talent Share Program, if not already done 	Hiring Manager
Complete Vendor Request Form	<ul style="list-style-type: none"> Complete Vendor request form and send to external vendor (CMT first); If CMT unable to fill request after 24 hours, can move to next vendor Coordinate with vendor to verify position within MC position approved list Provide as much detailed information on key responsibilities/duties as possible 	Hiring Manager External Vendor
Obtain Approval If Position Not Listed with Vendor	<ul style="list-style-type: none"> Contact HRSTM if position not listed with current vendor, and send outline of functions/duties for review Review and approval for new position by HRSTM and Procurement Submit to external vendor for comp/salary analysis; quote will be provided 	Hiring Manager External Vendor Office of Procurement Office of Human Resources and Strategic Talent Management (HRSTM)
Establish Salary Rate/Compensation	<ul style="list-style-type: none"> Coordinate with external vendor to confirm salary for position on MC approved list; if not on approved list see above Inform vendor if you referred an MC casual temporary, so that a discounted rate will be applied External Vendor will coordinate salary with the temporary employee and the hiring manager. 	Hiring Manager External Vendor HRSTM
Review candidate resumes & schedule interviews	<ul style="list-style-type: none"> Contact vendor for incoming resumes Review resumes Coordinate interview scheduling with vendor 	Hiring Manager External Vendor
Notify Vendor of Selected Candidate	<ul style="list-style-type: none"> Contact vendor and approve offer to be extended to candidate Verify start and end dates of assignment Prepare Contractor Personal Data Form and send to HRSTM Records 	Hiring Manager External Vendor
Submit Requisition	<ul style="list-style-type: none"> Submit an online E-requisition via Banner Self-serve Ensure all pertinent information provided such as quotes and vendor request form are sent to procurement 	Hiring Manager Office of Procurement
Obtain Purchase Order	<ul style="list-style-type: none"> Procurement will create purchase order and send to CMT before temporary starts assignment 	Hiring Manager Office of Procurement
Review & Approve Vendor/Candidate Timesheet	<ul style="list-style-type: none"> Verify vendor timesheet for candidate Approve and submit candidate timesheet Overtime must be approved in advance 	Hiring Manager External Vendor
Identify Performance Concerns	<ul style="list-style-type: none"> Contact vendor if any concerns with temporary staff member's performance 	Hiring Manager External Vendor
Finalize End of Assignment	<ul style="list-style-type: none"> Contact Vendor when assignment is completed Inform temporary of ending assignment Verify any exit process for equipment, ID badge, etc., if applicable Contact HRSTM Records – End of Contractor assignment 	Hiring Manager