

Temporary Employee Request

Temporary employment is of limited duration (not to exceed six months) to provide clerical and administrative support, perform special projects, additional workloads or cover for absent employees. Employees in this classification will not be eligible for employee benefits.

Hiring Department: _____ Date: _____

Reports to: _____ HR Contact: _____

Hours per week: _____ Hourly Wage: _____

Start Date: _____ End Date: _____

(Must submit termination form at the end of assignment)

Reason for hire: Leave Name: _____

Project Describe: _____

Other: Describe: _____

Duties: _____

Skills Needed: _____

Experience/Education/Training Required: _____

Dress Code: Professional Business Casual Casual Scrubs

Other _____

Have you identified a candidate? Yes No

If yes - Name: _____ N# _____

Supervisor: _____ Date: _____

Please Print

Dean/VP* _____ Date: _____

OHR Representative _____ Date: _____

(*or designee) Must be approved prior to extending offer