

## Hiring a Temporary Employee — Complete Checklist & Process

A temporary employee is an at will employee who works on a temporary basis typically not to exceed three months. If a position requires more than three months, Human Resources will need to be contacted to see if a term position would be appropriate.

Completed	Task Step
<b>Job Requisition Forms</b>	
	A <a href="#">Temporary Employment Approval Form</a> must be completed and approved by Human Resources (HR). The approval form must be fully completed. An incomplete form may cause a delay in the hiring of the temporary staff member. The steps below may help with the completion of the approval form.
<b>Job Postings</b>	
	Temporary positions are typically not posted on the HR website. The hiring manager is encouraged to find a candidate prior to completing the approval form. Word of mouth is the best way to find temporary candidates.
<b>Candidate is chosen</b>	
	Hiring Manager will need to inform HR of the candidate to: <ul style="list-style-type: none"> <li>● Determine the pay rate</li> <li>● Perform background check</li> <li>● Send candidate for drug screen</li> </ul>
	HR will assist in determining the candidate's rate of pay. The job duties question within the approval form will help determine the career band classification of the position. Temporary positions are typically paid the minimum of the associate career band. Temporary positions are also typically paid an hourly rate.
<b>New Temporary Staff Member</b>	
	New staff member must come to HR to complete their employment paperwork on or before their first day of work. <ul style="list-style-type: none"> <li>● The new hire MUST have ORIGINAL documents to present to HR when completing their I-9               <ul style="list-style-type: none"> <li>○ Driver's License and Social Security Card</li> <li>○ Driver's License and Birth Certificate</li> <li>○ Passport</li> <li>○ Refer to the second page of the I-9 to see other allowed documents.</li> </ul> </li> </ul>

Helpful contact information:

- Jessica Welch — ext. 3505 — [jewelch@sewanee.edu](mailto:jewelch@sewanee.edu)
- Jacqueline Blair — ext. 1381 — [jlblair@sewanee.edu](mailto:jlblair@sewanee.edu)