

CATEGORY: PERSONNEL
SECTION: Recruitment
SUBJECT: Temporary Staff Recruitment/Oakland Campus
EFFECTIVE DATE: June 11, 2007
PAGE(S): 2

PROCEDURE

NOTE: This procedure applies to the Oakland Campus only. A separate procedure exists for the University of Pittsburgh Regional Campuses.

I. PURPOSE

To define the process for the recruitment and employment of temporary staff positions at the Oakland Campus.

II. SCOPE

This procedure applies to all temporary staff, classified as ALL•TEMPS, hired on or after July 1, 2007.

III. ADMINISTRATIVE RESPONSIBILITIES

The Office of Human Resources' ALL•TEMPS service is responsible for recruiting, maintaining and assigning a qualified pool of temporary candidates to meet the short-term and/or sporadic staffing needs of University departments/schools, including temporary replacement during leaves of absence, vacation, special projects, vacancies, etc. ALL•TEMPS will coordinate the request for a temporary staff employee with the respective department/school, including determining the temporary hiring needs; reviewing and approving job descriptions, assignment duration and compensation for the temporary staff position; referring temporary candidates to the departments; and extending offers of temporary employment. ALL•TEMPS is also responsible for the administrative payroll processing of all temporary staff employees.

IV. PROCEDURE

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| Department/School | <ol style="list-style-type: none">1. Establish need for temporary staff assistance and determine scope of request, including:<ol style="list-style-type: none">a. Description of job tasks to be performedb. Skills or experience necessary to perform tasksc. Anticipated duration of temporary needd. Expected salary to be paid2. Submit request through appropriate approval authority within the department/school.3. Obtain proper account number for temporary staffing expenditure.4. Submit request to ALL•TEMPS by:<ol style="list-style-type: none">a. Completing request via Office of Human Resources' designated on-line employment system, orb. Contacting the designated Office of Human Resources Employment Specialist directly via phone or email. |
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ALL•TEMPS Service

1. Recruit, screen, test, and interview prospective candidates for eligibility for temporary employment assignments.
2. Perform due diligence review of the temporary staffing request submitted by the department/school and discuss specific details necessary for appropriate placement.
3. Identify appropriate temporary employee candidate for the staffing request.
4. Extend offer of temporary employment to identified candidate with specific assignment details.
5. Notify hiring department of temporary employee start date.
6. Schedule and conduct ALL•TEMPS new hire orientation within the first three days of temporary employment; review general staff University policies and procedures; explain temporary payroll procedure; and collect all appropriate employment documents.
7. Administer payroll processing according to bi-weekly payroll schedule.
8. Administer evaluation of temporary staff by department/school representatives for continued employment eligibility through ALL•TEMPS.

V. REFERENCES

[Policy ER 16, Temporary Staff Recruitment/Oakland Campus](#) (formerly 07-01-05)

[Policy CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action](#) (formerly 07-01-03)

[Policy ER 02, Conflict of Interest for Designated Administrators and Staff](#) (formerly 07-05-02)

[Staff Handbook](#) – Temporary Employment Status