

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

PROCEDURE

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

I. PURPOSE

To define the process for the recruitment and employment of temporary staff positions at the University's Regional Campuses.

II. SCOPE

This procedure applies to all temporary staff hired on or after July 1, 2007.

III. ADMINISTRATIVE RESPONSIBILITIES

The regional Office of Human Resources is responsible for coordinating the recruitment of temporary staff employees with the recruiting departments; processing temporary staff requests reviewing and approving job descriptions, assignment duration and compensation for all temporary staff requests, and extending offers of temporary employment.

IV. PROCEDURE

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| Department | <ol style="list-style-type: none">1. Establish need for temporary staff assistance. 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.3. Obtain proper account number for temporary staffing expenditure.4. Communicate request to regional Human Resources Office Representative.5. Complete selection form with designated candidate information and appropriate approvals. |
| Regional Human Resources Office | <ol style="list-style-type: none">1. Perform due diligence review of temporary staff request and contact department or requestor to acknowledge receipt of request and to discuss specific details necessary for appropriate placement.2. Determine if intervention from a third party agency is required to service the temporary request. |

3. Review selected candidate references; if satisfactory extend offer of temporary employment to identified candidate, providing specific assignment details.
4. Notify hiring department of temporary employee hire start date.
5. Schedule and conduct temporary new hire orientation within the first three days of employment; review University policy and procedure for temporary staff; explain temporary payroll procedure; and collect all appropriate employment documents.
6. Administer payroll processing according to bi-weekly payroll schedule.

V. REFERENCES

[Policy ER 17, Temporary Staff Recruitment/Regional Campuses](#) (formerly 07-01-06)

[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