



Division of Human Resources Employment Service Center

Request for Temporary Employee – Staffing Agency

School/College/Division					
School/College/Division:	Department:	Number of Vacancies:			
		Position Number:			
Proposed Assignment Start Date:	Proposed Assignment End Date:	Reporting Supervisor:			
Shift:	Approximate hours of work per week:	Bill Rate:			
Reason for Temporary Work					
Short Term Projects <input type="checkbox"/>	Sick Leave Replacement <input type="checkbox"/>	Other <input type="checkbox"/>	Vacation Leave Replacement <input type="checkbox"/>	Peak Period Workload <input type="checkbox"/>	Filling vacant position currently posted until full-time employee can start work <input type="checkbox"/>
Replacing (Last Name, First Name): If Applicable			E-class and Classification of Person Replaced:		
Classification Title Associated with Duties					
Clerical* <input type="checkbox"/>					
Professional* <input type="checkbox"/>			Non-Represented Clerical <input type="checkbox"/>		
Labor/Service* <input type="checkbox"/>			Non-Represented Professional <input type="checkbox"/>		
On Air Host* <input type="checkbox"/>			Non-Represented Research <input type="checkbox"/>		
*A temporary employee who is assigned to do work that would normally be performed by an individual represented by a union.					
Description of Duties					
Summary of Duties:					
Qualifications Needed to Perform Job Effectively:					

Skill Requirements

- Check **OFFICE SKILLS** needed:
- | | | | |
|--------------------------|------------------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Accounting/Financial Recordkeeping | <input type="checkbox"/> | Information Technology |
| <input type="checkbox"/> | Customer Service | <input type="checkbox"/> | Office Administration |
| <input type="checkbox"/> | Data Entry | <input type="checkbox"/> | Receptionist |
| <input type="checkbox"/> | Filing | <input type="checkbox"/> | University Experience |
| <input type="checkbox"/> | Grant Writing | | |

- Check **ADMINISTRATIVE/PROFESSIONAL SKILLS** needed:
- | | | | |
|--------------------------|---------------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Academic Program Administration | <input type="checkbox"/> | Nursing |
| <input type="checkbox"/> | University Administration | <input type="checkbox"/> | Student Services |
| <input type="checkbox"/> | Accounting/Finance | <input type="checkbox"/> | Supervision |
| <input type="checkbox"/> | Athletics | <input type="checkbox"/> | Grounds Maintenance |
| <input type="checkbox"/> | Business Management | <input type="checkbox"/> | Fundraising |
| <input type="checkbox"/> | Engineering | <input type="checkbox"/> | Human Resources |
| <input type="checkbox"/> | Facilities | <input type="checkbox"/> | Law Enforcement |
| | | <input type="checkbox"/> | Library |
| | | <input type="checkbox"/> | Marketing/Public Relations |

- Check **COMPUTER SKILLS** needed:
- | | | | |
|--------------------------|-------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Adobe Photoshop | <input type="checkbox"/> | Microsoft Access |
| <input type="checkbox"/> | Banner HRMS | <input type="checkbox"/> | Microsoft Excel |
| <input type="checkbox"/> | Banner Student | <input type="checkbox"/> | Microsoft Outlook |
| <input type="checkbox"/> | Banner FMS | <input type="checkbox"/> | Microsoft PowerPoint |
| <input type="checkbox"/> | Banner Alumni | <input type="checkbox"/> | Microsoft Word |
| <input type="checkbox"/> | Desktop Publisher | <input type="checkbox"/> | Visual Basic |
| <input type="checkbox"/> | HTML | <input type="checkbox"/> | Web Design |

- Check **OTHER SKILLS** needed:
- | | | | |
|--------------------------|--------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Bilingual/Interpretation | <input type="checkbox"/> | Food Service |
| <input type="checkbox"/> | Carpentry | <input type="checkbox"/> | Groundskeeper |
| <input type="checkbox"/> | Cashier/Teller | <input type="checkbox"/> | Housekeeping |
| <input type="checkbox"/> | CDL License | <input type="checkbox"/> | Laboratory Technician |
| <input type="checkbox"/> | Custodial | <input type="checkbox"/> | Police Experience |
| <input type="checkbox"/> | Electronic Technician | <input type="checkbox"/> | Shipping/Receiving |

School/College/Division Approval

Hiring Manager

Printed Name _____

Signature _____

Date:

School/College/Division Head or BAO

Printed Name _____

Signature _____

Date:

Employment Services Center Approval

HR Representative

Printed Name _____

Signature _____

Date: