

# Temporary Staffing Agencies

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# Agenda

- ▶ Approved Temporary Employment Vendors
- ▶ Temporary Ordering Process

# Approved Employment Vendors

Computech Corp.	Human Capital Staffing (HCS)	Snelling	Kelly
Michele Nunn	Jennifer Simcox	Alison Bundgaard	Charles Jude
248-594-6500x 115	248-593-1950 x3006	248-352-1300	313-967-9355
248-346-0760	248-525-2931		248-910-9026
248-833-1145	248-593-1951	248-352-0124	
<a href="mailto:michele.nunn@computechcorp.com">michele.nunn@computechcorp.com</a>	<a href="mailto:jenns@hcsteam.com">jenns@hcsteam.com</a>	<a href="mailto:abundgaard@snellingjobs.com">abundgaard@snellingjobs.com</a>	<a href="mailto:judechl@kellyservices.com">judechl@kellyservices.com</a>
Gregory Cheesewright	Jillian Dunn	Caitlin Conn	Tove Jackson
248-594-6500x 118	248-593-1950 x3007	734-287-2221	248-952-0846
248-205-1544			248-802-6071
<a href="mailto:georgy.cheesewright@computechcorp.com">georgy.cheesewright@computechcorp.com</a>	<a href="mailto:jdunn@hcsteam.com">jdunn@hcsteam.com</a>	<a href="mailto:cconn@snellingjobs.com">cconn@snellingjobs.com</a>	<a href="mailto:jackstj@kellyit.com">jackstj@kellyit.com</a>
		**Send Job orders to Primary & Secondary Contact	**Send Job orders to Primary & Secondary Contact



# Temporary Employee Order Process

Any request for temporary staffing services must be submitted to the Talent Management Coordinator (TMC) which will serve as the central coordinator for the temporary agency process.

**Step 1:** When a need to obtain a temporary employee is identified, the hiring manager will contact the TMC to initiate the process. All requests for temporary employees from an external vendor must be submitted utilizing the [Requisition for Temporary Employee](#).

**Step 2:** The TMC will then work directly with the approved vendors to identify and screen viable candidates. The resumes of potential candidates will then be forwarded to the unit for review.

**Step 3:** After the unit reviews and identifies potential candidates, the TMC will work with the vendors to coordinate interviews with the candidates.

**Step 4:** The unit must contact the TMC after a final candidate is selected. The TMC will then work with the vendor to ensure that the appropriate pre-employment screening is conducted. (Pre-employment screening includes clerical testing, background screening)

**Step 5:** After the required pre-employment screening is completed, the unit will be notified and a start date will be determined.



**QUESTIONS?**

