

# Temporary Employee Request

Temporary employment is of limited duration (not to exceed six months) to provide clerical and administrative support, perform special projects, additional workloads or cover for absent employees. Employees in this classification will not be eligible for employee benefits.

Hiring Department: \_\_\_\_\_ Date: \_\_\_\_\_

Reports to: \_\_\_\_\_ HR Contact: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

(Must submit termination form at the end of assignment)

Reason for hire: Leave  Name: \_\_\_\_\_

Project  Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other:  Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills Needed: \_\_\_\_\_  
\_\_\_\_\_

Experience/Education/Training Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dress Code: Professional  Business Casual  Casual  Scrubs

Other \_\_\_\_\_

Have you identified a candidate? Yes  No

If yes - Name: \_\_\_\_\_ N# \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print

Dean/VP\* \_\_\_\_\_ Date: \_\_\_\_\_

OHR Representative \_\_\_\_\_ Date: \_\_\_\_\_

(\*or designee) Must be approved prior to extending offer