Georgia State University

PantherTemps

Temporary Job Order Request Form

Beginning November 1, 2004, the Employment Office will implement a 20% mark-up rate for temporary employees. This fee has been established in order to continue to provide the most qualified candidates to fill your temporary needs. For questions regarding the mark-up, please contact Shatanese Western-Stephens at 1-1358. We thank you for allowing us to serve you.

Type of Position	❑ Part-time	❑ Full-time	**Hours of Operation:** _____**am to** _____**pm**

Expected Start and Dates of assignment: _____ to _____	**Type of attire:**	❑ Professional	❑ Casual

Position Title	**Department Name**	**Hourly Rate Willing to Pay**
		$_____**/hr**

DUTIES

In a paragraph, give a broad overview/summary of why the position exists and the essential functions/responsibilities it performs for the unit.

PREFERRED QUALIFICATIONS

Qualifications other than minimum hiring standards are considered *preferred* qualifications. *Preferred* qualifications include criteria that might make one qualified candidate more attractive than another. They should generally be quantifiable and identifiable from review of an application form or resume. For example, a "Master's degree in higher ed administration + 5 years in direct student services" would be an example of preferred qualifications. But "the ability to work without supervision" isn't (can't discern from an application/resume. Nonetheless, you could certainly articulate that desired characteristic in a full job description, and the Employment Office can interview & check references for evidence of it). NOTE: If the position requires unusual hours, notable travel, notable physical effort, a driver's license or other credentials or has other conditions of which applicants should be aware, please specify.

Suggested Minimum Educational Level & Years of Relevant Experience:	**Selection Process:** ❑ Please send a qualified temp on the requested start date. ❑ I would like to conduct short interviews w/ qualified temps.

BACKGROUND CHECKS (Answer all questions)

(A) Does this position have access to University facilities after hours or access to offices/facilities other than their own work unit or will this individual work with children or in a healthcare setting in direct contact with patients? If YES, a criminal background investigation will be conducted on finalist candidate(s). ❑ No ❑ Yes

(B) Does this position handle cash or checks? If YES, a criminal background investigation *plus* credit check will be conducted on finalist candidate(s). ❑ No ❑ Yes

(C) Even if neither of the above, would you like a *criminal background investigation* completed on the finalist candidate? ❑ No ❑ Yes

(D) " " " " " " " " " " *credit check* " " " " " ❑ No ❑ Yes

SKILL PROFICIENCY DEMONSTRATIONS

What *skill demonstrations* would you like Employment to administer? Consult *www.gsu.edu/~wwwhre* for options. Note that each evaluation takes almost 30 minutes to complete, so we recommend you limit your request to *one* word-processing and *one* spreadsheet demonstration. Only finalist candidates are generally required to take the demonstrations. When they come to interview, also schedule them for testing, allowing enough time for all the tests you require. The last test can be scheduled up to 4:30. The Employment Office will fax the results to the attention of the Primary Contact Person listed below. Please give us the fax number here: _____.

(Check one)	(Check one)	(Check one)	
❑ MS Word ❑ WordPerfect	❑ Excel ❑ Access	❑ Data Entry/Ten key ❑ Form letter	❑ Other: ❑ **Suggested typing speed:**

APPROVALS

Primary contact person (please print) (Person to whom applications should be directed)	**Phone**_____ **Fax**_____ **Date**
Hiring Official (signature asserts that funds are available) (Person with official budget authority for account)	**Date**

HR USE ONLY Panther Temp placed_____

Departmental phone number while on assignment_____

Last updated: 02/24/03