



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 3-3274. We thank you for allowing us to serve you.

Type of Position	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time	Hours of Operation: _____ am to _____ pm
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Expected Start and End dates of assignment: _____ to _____	Type of attire:	<input type="checkbox"/> Professional	<input type="checkbox"/> Casual
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Position Title	First time using Panther Temps? Yes No	Department Name	Hourly Rate Willing to Pay \$ _____ /hr
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DUTIES

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

CRITICAL QUALIFICATIONS

Each Panther Temp employee is interviewed and assessed on their qualifications. Please consider the daily activities for this opportunity and indicate the critical qualifications for a successful candidate in this position (i.e. customer service skills, multi-tasking abilities, etc).

Suggested Minimum Educational Level & Years of Relevant Experience:

Selection Process:

- Please send a qualified temp on the requested start date.
- I would like to meet my new temp in advance. I am available on _____ (date).

BACKGROUND CHECKS (Background Investigations & Credit Checks are run on all Temporary Employees)

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

SKILL PROFICIENCY DEMONSTRATIONS

Panther Temps (with the exception of General Labor candidates) undergo screening in Word, Excel and Typing. Please indicate the skills that are critical to this position.

(Check one) <input type="checkbox"/> MS Word <input type="checkbox"/> WordPerfect	(Check one) <input type="checkbox"/> Excel <input type="checkbox"/> Access	(Check one) <input type="checkbox"/> Data Entry/Ten key <input type="checkbox"/> Form letter	<input type="checkbox"/> Other: <input type="checkbox"/> Suggested typing speed:
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APPROVALS

Primary contact person (please print)	Phone _____ Fax _____
Hiring Official (Person with official budget authority for account)	Date _____
Signature of Hiring Official (Signature asserts that funds are available)	
SPEEDTYPE CODE (Please indicate the Speedtype code for the 20% charge)	

HR USE ONLY Panther Temp placed _____

Departmental phone number while on assignment _____