

## TEMPORARY EMPLOYEE REQUEST FORM

Complete and submit this form to request a temporary employee through the Office of Human Resources.

Contact:

Department:

Telephone:

Account Number:

Person to whom the temporary employee reports:

**Location of Assignment**

Building:

Room:

Telephone:

**Date of Assignment**

Start:

End:

**Work Hours**

From:

To:

**Skills Needed**

- Phone
- Receptionist
- Typing
- Transcription
- Word Processing
- Data Entry
- Other (Please explain in box to the right)

**Specifics**

Number of phone lines

Type of visitors

**What will be typed?**

- Correspondence
- Exams
- Other

Computer type:

**Software:**

- WP5.1
- dBase
- Word
- Access
- PowerPoint
- Lotus
- Excel
- WPwin

Other:

- Dress Code
- Professional
- Business Casual
- Casual

- Entry level experience/skills required
- Above average experience/skills required
- Superior experience/skills required

**JUSTIFICATION/PURPOSE OF HIRING A TEMPORARY EMPLOYEE**

**MINIMUM OF 2-3 WORK DAYS ADVANCE NOTICE REQUIRED**

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FOR HUMAN RESOURCES USE ONLY

Assignment Filled By: \_\_\_\_\_ SSN: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Assignment Start: \_\_\_\_\_ Assignment Stop: \_\_\_\_\_

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