Temporary Hiring Process

Overview: Use this job aid to guide you through the process of fulfilling a temporary employment need (including Managerial, Professional, Clerical, Technical, C&T Excluded, SM and Security).

Intended Audience: Hiring Managers

Temporary Hiring Process – Highlights

- Please contact a member of the Transitional Staffing team for more details regarding the Temporary Worker hiring process:
  - Shelly Lerner - Temp Recruiter, shelly.lerner@yale.edu, 203-432-6386
  - Courtney McCarthy - IEP Recruiter, courtney.mccarthy@yale.edu, 203-436-8589
  - Andrew Moore - Manager, Temporary Placement Programs, andrew.moore@yale.edu, 203-436-4890
- Workday and STARS serve as our system of record for temporary hiring needs.
- Interim Employment Pool (IEP), Yale Temporary Staffing Services (YTSS) and New Haven Works (NHW) are our primary source for C&T temporary assignments.
- All temporary employees must successfully complete a background check prior to starting their assignment at Yale.

Requesting a Temporary Employee

Once your requisition is approved in Workday, and further completed in STARS, your temporary requisition will follow three different paths, depending upon the job category:
1. **Managerial, Professional, C&T Excluded**

   Departments may source their own temporary workers for Managerial, Professional and C&T Excluded positions. If you would like assistance, please contact the Transitional Staffing team.

   1) An automatically generated email communication from the STARS system will be sent to the Hiring Manager and Primary Departmental Contact listed in the job posting. This communication will contain a link that provides access to the temporary job application.

   2) This link should be forwarded to the candidate for hire. It brings them directly to STARS to submit their application materials.

   3) Once the candidate completes their application through STARS, the Hiring Manager and Primary Contact will receive the Temporary Data Collection Form to complete. This form provides final information about the temporary assignment, such as start/end date, and pay rate.

      ✓ Pay rates for temporary employees should be set at the minimum of the grade of the appropriate job family, and associated Yale job title.

   4) Upon completion of the form, click the ‘Save’ button. Selecting ‘save’ will prompt a notification to the Staffing office that the form has been returned and is ready for processing.

   5) The selected candidate will then receive the necessary paperwork for a background check.

      ✓ All temporary workers must successfully complete a background check prior to starting their assignment at Yale.

   6) The Hiring Manager and Primary Contact on the temporary requisition will receive an email notification once the background check is complete. This serves as notice to make arrangements for the selected candidate to begin the assignment.

      ✓ The selected candidate will receive an autocommunication reminding them of their pay rate, and informing them to complete their necessary I-9 and tax documents.

   7) Once your temp worker has been set up in Workday, you will receive email notification of their Net ID and temporary password.

2. **Clerical & Technical**

   1) The STARS job posting is received by the Recruiter for the IEP. If there is an appropriate candidate(s) available, their resume(s) will be emailed to the hiring manager, and/or primary req contact

   2) If no appropriate members of the IEP are available, the requisition seamlessly transitions to Manager of YTSS. Members of the YTSS program are referred to fulfill the departments’ need.
3) If no appropriate members of YTSS are available, the requisition transitions to a Temporary Recruiter to source from the NHW program. Members of NHW are referred to fulfill the departments’ need.

4) If there is neither an IEP, YTSS, or NHW member available to fulfill the temporary assignment, an authorization release number will be issued to you. The Temporary Recruitment team can assist with sourcing an external temporary worker or you may use an external temporary recruiting agency.

5) Once a candidate has been identified, next steps follow the process outlined above.

3. **Service and Maintenance, and Security**

   Service & Maintenance, and Security requests are submitted to the Recruiter who specializes in that recruitment. For any questions regarding temporary needs for Service workers or Security officers, please contact:

   - Samantha Lockheed - Recruiter, samantha.lockheed@yale.edu, 203-432-2092