

## COLLEGE OF MEDICINE Temporary Employee Request Form

Complete and return form to your <u>Talent Acquisition Consultant</u>.

Date of Request	Title
Department	Supervisor of Temp
Department Contact	Location
Department Contact	Location
Fund Orgn Account	Desired Start Date Desired End Date
Reason for Request    Vacancy   Illness   Vacation	Work Hours
	Hours per week
	Hourly Rate (Range)
	External Agency - Max Bill Rate
Administrative Skills	
	visitors, and resolve issues in a courteous and timely manner.
	ndence, reports, filing, database entry, and other administrative tasks.
Maintain calendars, schedule appointments, and coordinate	-
Take meeting minutes as requested, draft routine correspond photocopying, and completing forms as requested.	dence, conduct clerical activities such as mailings, typing,
Other responsibilities:	
Accounting/Finance Budget	
☐ A/R	
☐ A/P	
Billing	
☐ Purchasing	
☐ G/L	
Other responsibilities:	

IT/Technical
☐ Tech Support/Helpdesk
Hardware/Software Technician
☐ Web Design
Familiar with Microsoft Office products for Mac and PC
Other responsibilities:
Other Position
Responsibilities
HR USE ONLY
Organization/Agency
Organization/Agency Contact
Recruitment Start Date
Resumes sent to department
Temp Assigned
Start Date End Date
Hourly Rate
Bill Rate (if applicable)