



Temporary Job Order Request Form

Beginning November 1, 2004, the Employment Office has implemented 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 Zachary Hoxie at (404) 413-3277. We thank you for allowing us to serve you!

REQUESTOR NAME: _____

Type of Position	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> FULL-TIME	HOURS:	PHYSICAL LOCATION (INCLUDE ROOM #):
Expected Start and End Dates:			Type of Attire:	<input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> CASUAL
Position Title:	First-time using Panther Temps? Yes <input type="checkbox"/> No <input type="checkbox"/>		Department Name: Office of Student Accounts	Hourly Rate Willing to Pay: \$ /hour Does this amount include 20% fee? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Duties: <i>(In this paragraph, give a broad overview/summary of why the position exists and the essential functions/responsibilities it performs for the unit).</i>				
Critical Qualifications: <i>(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.).</i>				
Suggested Minimum Educational Level & Years of Relevant Experience:				
Selection Process: <input type="checkbox"/> Please send a qualified temp on the requested start date. <input type="checkbox"/> I would like to meet my new temp in advance. I am available on _____ (date and time). <i>(This option will serve only as an initial introduction prior to the start date and not as an additional interview. There may be some exceptions).</i>				
Background Checks <i>(Background Investigations & Credit Checks are run on all Temporary Employees)</i> (A) Does this position have access to University facilities after hours or access to offices/facilities other than their work unit? (B) Will this individual work with children or in a healthcare setting in direct contact with patients? (C) Does this position handle cash or checks?				Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

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.

Please check the ones that apply:

MS Word	<input type="checkbox"/>	Data Entry/Ten Key	<input type="checkbox"/>	PeopleSoft	<input type="checkbox"/>
MS PowerPoint	<input type="checkbox"/>	Form Letter	<input type="checkbox"/>	Spectrum	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	Typing Speed	<input type="checkbox"/>	PPRTS	<input type="checkbox"/>
MS Access	<input type="checkbox"/>				

Any additional skills needed:

<u>APPROVALS</u>	Print:	Date:
Primary contact person:	Sign:	Phone: Fax:
Additional Approver (if applicable):	Print:	Date:
	Sign:	Phone: Fax:
Hiring Official (Person with official budget authority for account and asserts that funds are available)	Print:	Date:
	Sign:	Phone: Fax:

SPEEDTYPE: (To be charge the 20% Panther Temp fee)	STACT	DEPARTMENT ID:	41932000	BUSINESS UNIT:	Enrollment Services
--------------------------------------------------------------	-------	----------------	----------	----------------	---------------------

HR USE ONLY:

Panther Temp Placed:		Start Date:		6 Months Date:	
----------------------	--	-------------	--	----------------	--

NOTES: