

Temporary Hiring Process

A temporary position is defined as a specific assignment, with a defined duration of less than nine months.

Temporary positions do not need to be posted and can be filled using a staffing/temporary agency. Any agency fees are paid at the departmental level, and therefore all hiring managers should notify and work with their HR Facilitator (link to HR Facilitators page) to make sure they have the funds and approval they need to use an outside agency. While the Human Resources office does not coordinate the use of staffing/temporary agencies, we do provide departments with resources.

If posting a temporary position, please contact your recruiter for more information.