



## How To: Hiring Temporary Summer Staff

The process for hiring temporary staff can seem like a daunting task, but there is a general process and timeline of the steps that must occur before your new hire starts:

- 1) Complete the Temporary Staff Requisition
- 2) Candidates apply online/selection is made/online TEA (Temporary Employment Agreement) is initiated (this is the 'offer')
- 3) Background Check/Pre-Employment Physical completed
- 4) Start work!

### 1. The hiring manager completes the online Temporary Staff Requisition:

<https://webapps.westmont.edu/cgi-bin/WebObjects/facstaff.woa/wa/staffreq>

- Requisitions should be submitted at least 2-3 weeks ahead of time to allow ample time for the several levels of approval, completing the TEA and background check processes, as well as any required pre-employment physical screenings prior to start.
- Former Westmont students (including May 2021 graduates) or students that have not already registered for the Fall '21 semester are considered temporary staff.
- Complete one Temporary Staff Requisition per job title. Each requisition requires:
  - Job title
  - Mini Job description
  - Account number for wages
  - Total # of employees to be hired
  - Beginning/ending dates of work
  - Hours per week work schedule

**\* Temporary staff may not be hired for a period of more than 85 days due to healthcare regulations, so start dates may need to be staggered to provide adequate summer coverage.**

### 2. Online Applications and TEAs:

Once the requisition is approved, the Employment Coordinator will open a temporary position in the online application so that candidates may apply. Candidates should NOT apply for other roles.

- One must be at least 16 years old to work on campus. Contact HR to discuss any exceptions.

### Next...

- Hiring Manager interviews
- Notify Employment Coordinator names of those to whom a contingent offer via TEA should be made. Hiring manager works with HR to assist in completing the TEA with the required details
- Hiring Manager makes verbal offer conditional upon satisfactory completion of background check (and Pre-Employment Physical if required for those who will be performing physical roles).

- HR sends TEA and background check authorization to the candidate.

### **3. Background Checks and Pre-Employment Physicals**

- All candidates must satisfactorily complete a background check post-offer and before beginning work. The only exceptions are Westmont graduates who graduated within the last six months. Notify HR if your candidate is a recent grad. Recent graduates require a Student Life reference in lieu of a criminal background check. They must be advised by the hiring manager that their Student Life file will be accessed.
- Applicants age 17 or less are minors and do not complete a Background Check
- Due to liability concerns, background checks are required even for returning temporary staff if it has been more than six months since they were last employed by the college.
- The background check often takes up to two weeks for completion, so plan ahead.
- Pre-Employment Physicals: Depending upon the physical requirements of the position, offers may also be contingent upon the satisfactory completion of a pre-employment physical. If required, this occurs post-TEA offer at MedCenter on Milpas, and the candidate begins work only after this is completed. Work with HR as the hiring manager makes the appointment, but the MedCenter will not see anyone that has not been previously approved by the college.
- The hiring department covers the cost of physicals.
- Only returning Westmont student workers who have performed the same job are exempted from pre-employment physicals.
- NOTE: Temporary staff working less than 80 hours total and returning Westmont graduates who performed the same job as a student employee need not complete a pre-employment physical.

**4. Start Date and Required New Hire Documents:** Once the TEA, background check and pre-employment physical (if required) are all completed, the employee may begin working. On the first day of employment, the hiring manager collects the [W-4](#) and [DE4](#) forms and completes the [I-9](#) form with the new employee.

- Do not send employees to HR to complete your hiring forms. Please deliver only fully completed forms to HR. Do not send confidential tax and/or right-to-work forms via inside mail.

**\* WITHOUT EXCEPTION: Those without completed Background Check, TEA, I-9, and W4 forms, and Pre-Employment Physical (if required) may not begin working.**