Job Aid

Temporary Hiring Process

Overview: Use this job aid to guide you through the process of fulfilling a temporary employment need (including M&P, C&T, C&T Excluded, S&M and Security). This includes a step-by-step tutorial of the process for submitting a requisition, obtaining an internal temporary staff member or authorization number, and setting up your temporary worker.

Intended Audience: Hiring Managers

Overview - Temporary Hiring Process

- A Temporary Employment requisition (in STARS) will be required for **all** position types, including: M&P, C&T, C&T Excluded, S&M and Security.
- Active, full time Yale students are hired through Student Employment, not HR Staffing.
- STARS will serve as our system of record for temporary hiring needs.
- IEP, YTSS and New Haven Works are our primary source for C&T temporary placements.
- S&M temporary hiring process will not change, aside from creating a requisition in the system.
- Departments will continue to source their temporary workforce for all job categories (noting that for C&T, this is only applicable if given authorization).
- The Data Collection form is required to be completed in order for the temporary employee to be paid.
  - This form is housed in the STARS system, within the requisition itself. It will populate candidate information into Oracle.
- Background checks will be automatically requested once a candidate is selected.
  - All temporary employees must successfully complete a background check prior to starting their assignment at Yale.
- Temporary workers will be hired through a data feed from the STARS system directly into Oracle.
  - The data provided by departments on the Data Collection Form must be accurate.
- For additional guidance on temporary hiring, visit the Temporary Employment website

HR Staffing – Temporary Hiring Process (for Managers)  Revision 11/2013
External Temp Workers Need a STARS profile

All external temp workers need a STARS profile, even if they are from an agency. Instructions are below.

1. The temporary employee should sign onto www.yale.edu/jobs and click on “External Applicant”.
2. Temporary employee clicks on “click here to create a new account”.
3. Accounts are created with a unique email address and password. Passwords are not to be shared, per I.T. Policy. Neither a department nor a temporary agency can create an account on behalf of a temporary worker.
4. If the temporary employee chooses to have multiple resume copies – one will need to be selected as a “default”. It should be the most current and up-to-date version.
Requesting a Temporary Employee

1) Retrieve the *Temporary Requisition Submittal form* located on the [STARS Resource Page](#).
   - If you don’t already know the appropriate job code, visit the [Job Description Library](#) to review the summaries that best match your temporary need. You may always consult your HR Generalist for additional guidance.

2) Complete the data required on the Requisition Submittal Form to begin your requisition request.
   - Have the University standard job title and position charging instructions readily available. Part of your requirement is to complete the customizable job description fields.
   - The form will provide a drop-down menu of reasons why a temp worker is needed. Reasons are defined as follows:
     - **Leave of Absence (LOA):** when a Yale staff member is on an approved Leave of Absence.
     - **Non-LOA Absence:** when a Yale staff member is taking paid time off not associated with a Leave of Absence, or when a Yale staff member has moved to another department or project for a finite period of time.
     - **Position Vacancy:** filling a role for which a regular requisition has been, or will be generated in STARS.
     - **Project Related:** when the work being performed is for a non-recurring project or event. This is typically deadline driven work, which is set to end after a finite period of time.
     - **Retiree Transition:** an employee has retired but is being retained or called back to train or continue doing his/her job until a replacement can be found.
     - **Seasonal Need:** work being performed is for the same period of time each year, and is less than six months in duration.

3) After completing the form, click *Submit* to send the requisition request to the Staffing office. An email will populate from your email account (if using Outlook) with the PDF form as an attachment. The email, with PDF attachment, should be sent to [postajob@yale.edu](mailto:postajob@yale.edu).

4) You will be contacted by a Centralized Req Entry Coordinator with outstanding questions, if needed.

5) After the requisition is approved, the Centralized Req Entry Coordinator will assign your temporary request to the appropriate Recruiter, pending your needs.

6) Your temporary requisition will follow three different paths, depending upon the job category.
M&P and/or C&T Excluded

At this time, departments are responsible for sourcing their own temporary workers for M&P and C&T Excluded positions. As we begin to use STARS to track temporary needs and workers, our goal is to assist with sourcing candidates in the future. Please remind your temp worker to complete a STARS profile, and upload his/her resume.

1) The Internal Temporary Hiring Team will send an email eLink (from the STARS system) containing the Temporary Worker Data Collection form - to both the individual listed as the hiring manager, as well as the individual listed as the primary department contact (as noted on the Req Submittal Form).

2) Complete the Temporary Data Collection Form in STARS. This form asks for information on the temporary worker you have chosen to hire. The former process of submitting a PDF form is no longer in practice.

- Pay rates for temporary employees hired to perform clerical or technical work or managerial or professional work should be set at the minimum of the grade of the associated Yale job title (C&T minimums; M&P minimums).

A snapshot of the eLink STARS form is posted below, for visual reference. In this form, all fields with a red asterisk symbol are mandatory for submittal. Social Security number and Date of Birth are required.
3) 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.

4) The temporary worker will receive the necessary paperwork for a background check to be initiated.
   - All temporary employees must successfully complete a background check prior to starting their assignment at Yale.
   - For additional information on background checks, visit: Background Check FAQs

5) 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 your temp worker to begin their assignment.
   - The selected candidate will then receive an auto communication reminding them of their pay rate, and informing them to complete their necessary I-9 and tax documents, if not already done so.

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

C&T

1) The requisition is received by the Interim Employment Pool (IEP) Manager. If there is an appropriate candidate(s) available through the IEP Pool, their resume(s) will be emailed to the hiring manager and primary department contact person named on the requisition.

   For additional information about the IEP, visit: IEP website for Hiring Managers

2) If no appropriate members of the IEP are available, the requisition seamlessly transitions to Manager of the Yale Temporary Staffing Services (YTSS). Appropriate members of the YTSS program are referred to fulfill the departments’ need. Email communication is typically used in this process as well.

   For additional information about YTSS, visit: YTSS website for Hiring Managers

3) If no appropriate members of YTSS are available, the requisition seamlessly transitions to a Temporary Recruiter to source from the New Haven Works (NHW) applicant pool. Appropriate members of NHW are referred to fulfill the departments’ need.

   For additional information about NHW, visit: New Haven Works
4) If there is neither an IEP, YTSS, or NHW member available to fulfill your temporary assignment, an authorization 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) For resources on our temporary agency preferred vendors, visit the Vendor List.

6) A member of the Internal Temporary Hiring Team will send an eLink (through the STARS system) of the Temporary Worker Data Collection form - to both the individual listed as the hiring manager, as well as the individual listed as the primary department contact (as noted from the Req Submittal Form).

7) Complete the Temporary Data Collection Form in STARS. This form asks for information on the temporary worker you have chosen to hire. The former process of submitting a PDF form is no longer in practice. (Refer to ‘M&P and/or C&T Excluded’ section for a snapshot of the form.)

! Pay rates for temporary employees hired to perform clerical or technical work or managerial or professional work should be set at the minimum of the grade of the associated Yale job title (C&T minimums; M&P minimums).

8) 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.

9) The temporary worker will receive the necessary paperwork for a background check to be initiated.

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

! For additional information on background checks, visit: Background Check FAQs

7) 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 your temp worker to begin their assignment.

! Your temp worker will receive an email communication reminding them of their pay rate, and informing them to complete their necessary I-9 and tax documents, if not already done so.

8) Once your temp worker has been set up in Oracle, you will receive email notification of their Net ID and temporary password.
S&M and Security

At this time, S&M requests are submitted to the Local 35 Recruiter and Security Local SPFPA requests are submitted through the Security Recruiter.

1) The requisition is received by either the Local 35 Recruiter or Security Recruiter for sourcing assistance, if necessary.

2) When the department has an external temporary worker selected, then a member of the Internal Temporary Hiring Team will send an eLink (through the STARS system) of the Temporary Worker Data Collection form - to both the individual listed as the hiring manager, as well as the individual listed as the primary department contact (as noted in the Req Submittal Form).

3) Complete the Temporary Data Collection Form in STARS. This form asks for information on the temporary worker you have chosen to hire. **The former process of submitting a PDF form is no longer in practice.** (Refer to ‘M&P and/or C&T Excluded’ section for a snapshot of the form.)

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 temporary worker will receive the necessary paperwork for a background check, if the assignment is more than 30 days.

6) Once the background check has cleared, you will receive an email notification.

7) Once your temp worker has been set up in Oracle, you will receive notification of the Net ID. Request a PIN and email address by issuing a START request.