How To: Hiring Temporary Summer Staff

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

1. **Complete the Temporary Staff Requisition**
   - Requisitions should be submitted at least 2-3 weeks ahead of time to allow ample time for the approval and TEA process as well as any required pre-employment screenings prior to start.
   - Former Westmont students (including May graduates) or students that have not already registered for the Fall semester are considered temporary staff.
   - Complete one Temporary Staff Requisition per job title. Each requisition requires:
     - Job title
     - 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, HR 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...**
   - **A.** Hiring Manager interviews applicants
   - **B.** Notify HR of those to whom a contingent offer via TEA should be made.
     - **a.** Hiring manager works with HR to complete the TEA with required information.
   - **C.** Hiring Manager makes verbal offer contingent upon satisfactory completion of background check and Pre-Employment Physical, if required.
   - **D.** Request that HR send TEA and background check data to 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 in the last six months. Notify HR if your candidate is a recent grad. Recent graduates need a Student Life reference in lieu of a criminal background check and must be told by 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 6 months since they last worked for the college.
   - The background check often takes up to two weeks for completion, so plan ahead.

**Pre-Employment Physicals:**
- Depending upon the physical aspects of the position, offers may also be contingent upon the satisfactory completion of a pre-employment physical. If required, this occurs post
post-offer at MedCenter on Milpas, and the candidate begins work only after this is completed.
- The hiring department covers the cost of physicals.
- 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 form** and completes the **I-9 form** with the new employee.
- Do not send employee to HR to complete these hiring forms. Please deliver only completed forms to HR.

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

3.19