

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 (2) Candidates apply online/selection is made/TEA is initiated (offer) (3) Background Check/Pre-Employment Physical completed (4) Start work!

1. **The hiring manager completes the online [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.