Temporary Hiring Information

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Introduction

• Helpful information on hiring for temporary positions
  – The University of Idaho is an AA/EO employer and educational institution
  – Our hiring process for temporary positions is designed to be as fair as possible for both students and non-students
  – We use an online Applicant Tracking System as our hiring documentation tool (ATS)

Hiring for a Temporary Position

• Flexible
  – Posting period need only be 3 days
  – A committee is not needed, however, at least two people are recommended
  – Regional advertising not required
  – Applicant Tracking process abbreviated
  – Job description is necessary—we have samples to get started

Resources

• Your college’s Affirmative Action Coordinator is there to assist you
  http://www.uidaho.edu/humanresources/AAC
• Search Chairs in your departments are familiar with ATS and can assist with posting
• Human Resources created a step-by-step guide, advises, provides samples & training, interprets policy
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