

Sourced Temp Service Request Form

Non-Student Temps

Northwestern

INSTRUCTIONS

If you need assistance with recruiting a temporary worker and would like to utilize the Talent Acquisition Temporary Staffing Service, follow the instructions below:

1. Complete all required fields.
2. Submit form to HRTA@northwestern.edu.
3. The Talent Acquisition team will acknowledge the request within 1-2 business days.

POSITION INFORMATION

Job Title: _____ **Timekeeping Approver Name:** _____

School/Unit: _____ **Timekeeping Approver Empl ID:** _____

Department: _____ **Department Number:** _____

Reason for Request:

Vacation FMLA Seasonal Peak Project

Other, explain:

Assignment Length: Target Start Date: _____ Target End Date: _____

Schedule Hours per week: _____ Work Schedule: _____

Hourly Rate: \$ _____/hour Temp service fee is \$4.50 per hour in addition to hourly rate

Assignment Address:

Job Description & Required Skills (REQUIRED FOR NORTHWESTERN TEMPS ONLY):

POSITION FUNDING

Funding Source & Allocation:

| Chart String | Account | % Allocated |
|--------------|---------|-------------|
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Comments: