Hiring Using a Temporary Agency

**Purpose**

To provide hiring administrators a procedure in hiring temporary employees from University approved agencies to fill temporary employment needs.

**Policy**

Complies with the University's Policy on Hiring Staff and Faculty, in the Human Resources Chapter of the Handbook of Operating Procedures.

**Procedures**

Hiring officials (HO) interested in employing a temporary employee from a University-recognized temporary employment agencies are required to follow these procedures:

1. The Hiring official (HO) completes the Temporary Employee Requisition form. The form requires pertinent information from the HO in order to assist the agency in meeting the request for temporary employment services.
2. Submit the form to the respective Human Resource Services (HRS) Representative via an e-mail message.
3. The respective HR Representative requests a temporary employee from the agency.
4. The temporary agency must make an employee available as well as the background check results within 24-48 hours of the initial request.
5. If an applicant qualifies for the position and meets the University of Texas at El Paso (UTEP) background check guidelines; then if requested by HO, the respective HRS Representative and/or HO will interview.
6. After the interview, the respective HRS Representative will proceed with the hiring process.
7. If applicable, interview results and limited background check information will be provided to HO for review. Within two (2) weeks of the initial temporary employment period, the temporary agency will follow up with the HO and/or HRS Representative;
8. When the department is ready to hire the temporary employee, the UTEP hire process will be followed.
9. The purchased services of the temporary employee will be listed as an expense through the University's Purchase Order process at the time the request is made by the hiring department.

**Applicability**

All Faculty and Staff employees.

**Definitions**

HO - Hiring Official

**Responsible Party**

Director, Human Resource Services

Last updated: December 1, 2006