UTempHires Job Order Checklist

What to Consider Before Requesting a Temporary Employee

☐ Why do you need a temporary employee? (e.g. a project, leave coverage, filling in for a vacancy)
☐ When do you anticipate wanting a temporary employee to start?
☐ Are there specific skills or program/system experiences sought for this position?
☐ What is the expected schedule for this position? (e.g. Mon-Fri 8am-5pm)
☐ What is hourly rate do you anticipate for this role? (If you don’t know, that’s okay!)
☐ What is the dress code for this position? (e.g. no jeans, etc.)
☐ Are there specific arrival instructions or directions the selected candidate should be aware of?

Requirements for Submitting a Job Order

☐ UW NetID(s) for position Supervisor, Timesheet Approver, and Billing Contact (should be the person who reconciles budgets for your department)
☐ Budget Number(s)
☐ Working Title, estimated hourly pay rate, estimated start and end dates
☐ Reason for temporary staffing need, a basic description of duties / tasks, work week, location, and dress code

How to Change the Job Order After It’s Been Submitted

☐ Email or call the Staffing Specialist assisting you, or email utemp@uw.edu.

Note: Extension requests must be done by contacting UTemp Staffing. MyHRTools Extension Tool does not apply to UTemp temporary employees.

How to Submit Feedback on UTemp Staffing or the Temporary Employee

☐ You'll receive an alert on your Dashboard with Evaluations that are ready to be completed.
☐ All assignments will have an opportunity for an evaluation to be completed after it has ended, but some assignments also have a mid-assignment check-in so we can hear how things are going during the assignment!

How to Copy a Previous Job Order

☐ You’ll need your Budget Number(s) again!
☐ Select the Job Order you wish to Copy, either from Active Jobs or Inactive Jobs
☐ Click the Copy button at the top of the Job Order
☐ Modify the new Job Order, specifically estimated start and end dates, and budget number(s)
☐ Submit the new Order!

Please Note: If you do not receive the automated email from utemp@uw.edu soon after submitting a job order, please send us an email so we can check our system.