

Temporary Staff Request Form

To request Temporary Staff and assistance filling the position, please complete this form and email the document to: Dale Rabinov, Employment Services Manager, x2441, djrabinov@usfca.edu.

I. Position Data

Hiring Manager	Title:	Phone:	Email:		
FOAP #:		Department/College:			
Position Title:	Start date:	End date:	Hours:	Hourly rate/salary:	
Reason Temp support is needed:					
Job Description: (attach description if needed)					
Requirements: (attach description if needed)					
Do you want to interview before hiring? If yes, who will be interviewing?					
Do you have a particular agency you would like to work with (USF approved vendor)?					
Do you have a candidate identified for this position?					

II. Manager Approvals (Assignments are for 6 months or less-longer assignments require Cabinet approval)

Requestor:	Date:
Hiring Manager:	Date:
Next Level Manager:	Date:

III. HR only – Section

Name:	Agency:	Date:
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