

Temporary Position Information			
Temp Position number		Position title	
<input type="checkbox"/> Regular Temporary <input type="checkbox"/> Intern		Position Supervisor	
HR Specialist		HR Specialist phone number	
<p>Reminders:</p> <ul style="list-style-type: none"> • A temporary employee may work for the State no more than nine months in a rolling 12-month period. Re-hiring a temporary requires a four month break between assignments. • Approve timesheets every Monday. Temporaries are paid bi-weekly based on what is recorded and approved on their timesheet. • Temporary employees are all non-exempt; meaning if they work more than 40 hours in a work week, they are entitled to overtime pay. • Temporary employees are not paid for holidays, sick, or annual leave. They do contribute to PERA. • If performance issues cannot be resolved, separate the temporary employee before the nine month timeframe is completed due to "Temporary Appt. Concluded." Temporary employees are "at will" and can be separated at any time during their employment. Temporary employees cannot be separated with a "Disciplinary Termination." 			

Selection Process
<input type="checkbox"/> Determine business need for temporary and job duties that need to be performed
<input type="checkbox"/> Obtain approval from your Region/Division to hire a temporary, including discussion of available funding. Determine whether it will be a regular temporary or intern (see Internship Program Guide to help guide your decision)
<input type="checkbox"/> Let HR Specialist know you plan to hire a temporary and anticipated time-frame
<input type="checkbox"/> Document the job duties for the position on the Temporary PDQ Form and send to your HR Specialist for initial review
<input type="checkbox"/> Recruit candidates by talking to coworkers, friends, Civil Rights Manager or contact your HR Specialist to discuss other recruiting options
<input type="checkbox"/> Contact candidate(s) you are most interested in and schedule interview(s)
<input type="checkbox"/> Conduct interviews using job-relevant questions
<input type="checkbox"/> Request Reference Check Consent Form(s) from top one or two candidates
<input type="checkbox"/> Complete reference checks on top one or two candidates (see Supervisor's Reference Checking Guide) Make sure this is done BEFORE a preferred candidate is identified
<input type="checkbox"/> Identify preferred candidate and obtain appropriate salary approval, as applicable (see comp plan and salary guidelines) Date approval obtained: _____
<input type="checkbox"/> Contact preferred candidate to ensure they would accept the job, if offered Do NOT make a formal verbal or written job offer yet – Make no promises at this point

- Provide the following documents to HR Specialist
 - Signed [Temporary PDO Form](#)
 - Completed [Temporary Employment Interest Form](#) filled out by preferred candidate
 - If a degree or coursework is required for the position, a legible copy of the candidate's official or unofficial transcript
 - If the position requires a CDL, a legible copy of the candidate's driver's license and valid DOT medical card.

The HR Specialist will review the documents to ensure that the temp PDO and salary align with the requested classification as well as review the candidate's application to verify that they meet the minimum qualifications of the position.

- Receive the temporary SAP position number via email from HR (A new temporary position number is created every time a temp is hired. Those numbers are never re-used.)
SAP #: _____

Salary Offer

- Contact preferred candidate to verbally discuss conditional job offer, salary, and tentative start date (For start date, use Monday or 1st of month, as long as a work day and not a holiday)
Does Candidate accept? Yes No **Tentative start date:** _____
If no, contact HR Specialist to determine next steps (i.e. additional reference checks, move on to next preferred candidate, do additional recruitment for candidates, etc.)
- Draft appropriate conditional job offer letter (see [matrix](#) for templates)

- Submit Conditional Job Offer letter with Hiring Authority signature to HR
Date submitted to HR: _____

- HR emails Conditional Job Offer letter and background screening information to Candidate (within 1 business day)
Date Job Offer letter sent: _____
Does Candidate accept (by deadline specified in letter)? Yes No
If no, contact HR Specialist to determine next steps (i.e. additional reference checks, move on to next preferred candidate, do additional recruitment for candidates, etc.)

Candidate Screening

- Candidate completes online screening information to TC LogiQ (within 3 days)
- Receive screening results from HR (approx. 1 week; up to 3 weeks for previous CA residency)
Date results received: _____
Did candidate pass screening process? Yes No
If no, contact HR Specialist to determine next steps (i.e. additional reference checks, move on to next preferred candidate, do additional recruitment for candidates, etc.)

- For positions requiring CDL, arrange for candidate to complete additional screenings
 - Drug test **Date results received:** _____
 - Physical **Date results received:** _____**Did candidate pass screening process?** Yes No
If no, contact HR Specialist to determine next steps (i.e. additional reference checks, salary analysis for next preferred candidate, repost job announcement, etc.)

- Notify top candidate of screening results, confirm start date, and discuss what to bring on first day

- Notify non-selected candidates of their status via email or phone

New Hire/Onboarding

- Submit Hire Non-CDOT Employee PCR by start date (see [PCR Manual](#) for instructions)
PCR #: _____
- Submit [Temp new hire paperwork](#), including [Access Request Form #984](#) (f.k.a IIAR)

Separation

- Submit Separation PCR as the temporary reaches the end of his or her nine month maximum. (see [PCR Manual](#) for instructions)

PCR #: _____

- If an intern, provide the following documents to HR Specialist by the end of his or her internship. (see [Internship Program Guide](#) for forms)

Intern Performance Eval (Supervisor fills out) **Date submitted to HR:** _____

Intern Exit Interview Form (Intern fills out) **Date submitted to HR:** _____

Comments/Notes: