

“No Recruitment” Process for Temporary Wage Employees

Employment of temporary hourly employees must be fully supported by the timely completion of all employment paperwork. This includes hourly employees who are hired through recruitments as well the “No Recruitment” process.

The “No Recruitment” process provides a means for departments to employ temporary wage staff when an employee is needed to meet seasonal or temporary workload needs for short-term projects, as interim replacements or to perform jobs that do not require a classified employee.

Steps in the Process:

1. Recruitment Request:

- Submit electronically for approval (instructions found at <http://solomon.longwood.edu/hr/employment/>)
- “invite” the candidate to apply (HR Use Only)
 - Candidate will enter basic information along with resume

2. Reference Checks:

- Need to be conducted with a current and former supervisor. Please do not use personal references. [Reference Check Questionnaire](#) available, but may use your own questions

3. Hiring Report:

- Submit electronically

4. Separation Process – Please complete the following and submit to Human Resources.

- [Separation Request](#) (to be received in HR on or before the employee’s last day of employment):
- [Separating Employee Checklist](#) (to be received in HR on the day of separation or shortly after):

Human Resources will contact the new hire with their exact date of hire. HR will ensure all new hire paperwork is complete and an orientation date will be assigned prior to new hire’s start date. If you have a need to hire several positions through this process, please contact HR ahead of time to help work through the process. If you have questions about any step in this process, please contact Heather Staylor at ext. 2952 or Shannon Christian at ext. 2466. We will be happy to help!