

To Hire a New Hire Temporary Staff via Quick Hire: Minimum of 2 weeks from Hire Date

Parallel Processes for Hiring Manager to avoid delays:

Signed Offer Letter of Temporary Employment

Complete and have candidate sign Offer Letter 2 weeks before hire date.

Necessary to have to request the Background Check.

Background Check Request

Required: submitted to HR 2 weeks prior to hire date for processing.

Candidate may not start without a completed Background Check.

Create Hiring Proposal

After posting process, begin the Hiring Proposal.

Begin moving Hiring Proposal through the appropriate approval workflows.

Process begins **2 weeks before** Hire Date

Hire Date