



HOW TO HIRE TEMPORARY STAFF

Temporary Staff can be hired through three methods

1. Human Resources
2. Temporary Staffing Agencies on State Contract
3. Non-Contracted Temporary Agencies after receiving a waiver from the state

Human Resources

The most direct way, and lowest cost, is to hire temporary staff through the Human Resources department. Reach out to your HR partner in Talent Acquisition and they will guide you to posting the position on OneUSG.

Temporary Staffing Agencies on State Contract

The state has contracted with a number of suppliers for administrative and clerical staff. Some of these contracts include business professionals such as accountants, finance, and marketing personnel. If you choose this route instead of Human Resources, there is an additional cost to this hiring method since the agencies will charge a premium to cover their overhead and administrative costs. You can find the list of these agencies [here](#) and below are the steps for proceeding with this hire.

1. Once you reach out to the agencies and select a candidate (after reviewing resume and interviewing), the agency should provide a quote.
2. Review the quote and contact the agency if you have a question/concern.
3. Complete the Long-Term Visitor form and submit to HR
4. Submit an ePro requisition with the approved quote attached.
5. Buyer creates the purchase order and distributes to the agency, requester, and file.

Non-Contracted Temporary Agencies

If you are seeking to hire a temporary staff member and neither HR nor the State contracted temporary agencies can meet your needs, you should submit a request for a waiver to use a non-contracted vendor. The waiver request has to be approved by the Director of Contract Management – College/University Procurement Officer and the State Department of Administrative Services. Waiver requests must include a justification showing that attempts to use a state contracted agency has failed, in that the staff didn't have the right competency or the agencies did not have the requisite staff available. Waiver requests can be submitted through the ServiceNow system at <https://kennesaw.service-now.com/ofs>.

Once you've received approval of your waiver request, please follow the steps above for *Temporary Staffing Agencies on State Contract*.

Note: There are state licensed professionals supplier that you may hire temporarily through the requisition process, i.e. CPAs, medical doctors, nurses. The complete list can be found [here](#).