



## **Process for Hiring a Temporary Worker through a Staffing Agency**

This document is intended to provide guidance for Hiring Managers regarding the current process for hiring temporary work through a staffing agency.

The process to hiring a temporary worker is as follows:

1. Complete the form “Request to Hire Temp Staff Agency”, found on the Documents page of the CSU-HR Website, and send it to Human Resources.
2. HR will advise you via email when your form has been approved, and provide you with the contact information for the Staffing Agency that we use.
3. Once your request has been approved you must do a requisition to create a Purchase Order (PO). Once the PO is created, you may contact the Staffing Agency to make your request.
4. The temporary worker ***must*** report to HR on their first day of employment to complete confidentiality and IT access paperwork.

**NOTE: In accordance with University policy and practice temporary employees are not allowed to work more than 90 days.**