

Overview of Temporary Employment Recruitment Process

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When should I use a temporary employee?

A temporary employee should be used for a short-term duration, such as an event or coverage for a continuous employee who may be out on leave.

How many hours can they work?

Temporary employees may not work more than 1,040 hours in a 12-month period in any one position.

How long can a position stay as a temporary appointment?

A position should stay as a temporary appointment for no longer than six months.

Are temporary employees eligible for benefits?

Generally, temporary employees receive minimal benefits. Under certain circumstances, temporary employees may be eligible for retirement and insurance coverage. Temporary employees are not eligible for sick leave, vacation or holiday pay.

Review the step-by-step guide below to help navigate through the temporary employment recruitment process.

Questions? The recruitment team is happy to assist. Contact us at: recruitment@uwosh.edu or (920) 424-1166.

1. Hiring supervisors and/or administrative watch [Creating a Position Description](#) and [Creating a Job Requisition](#) in PageUp training videos
2. Complete position description in PageUp, request/receive approval
3. Complete job requisition (job opening) in PageUp, request/receive approval
4. Schedule/conduct phone interviews (if applicable)
5. Schedule/conduct on campus interviews (if applicable)
6. Contact the recruitment team to assign your final candidate from the temporary employment open pool to your created job requisition
7. Hiring supervisor completes offer card in PageUp and requests/receives approval of the offer components
8. Offer card is reviewed/approved by all approvers
9. Hiring supervisor extends verbal offer to the final candidate
10. Candidate verbally accepts the offer
11. Hiring supervisor immediately notifies the recruitment team of accepted verbal offer
12. HR sends out the offer letter of employment
13. Candidate electronically reviews/accepts offer of employment through the PageUp system. PageUp directs them to a new starter form
14. Candidate submits new starter form and PageUp initiates the criminal background check (if applicable)
15. PageUp notifies HR of criminal background screen results and HR takes action based on results
16. New employee is enrolled in onboarding portal, completes tasks (hiring paperwork, orientation sign up, etc.)
17. New employee starts on their scheduled first day