

TEMP PRE-HIRE CHECKLIST

Submit completed forms to IMS HR.

| | |
|--|---|
| Today's Date | |
| Hiring Manager | |
| General Position Information | |
| <p>There are two ways you can hire a temporary employee. 1) A Tech Temp is hired directly to Georgia Tech. The process of hiring a Tech Temp involves advertising a position, even if you have a candidate in mind. Interested candidates must apply for the position and go through a background check. The Tech Temp onboarding process takes 3 – 4 weeks. 2) You can hire a temp through a Temp Agency. The onboarding process is around 1 week. However, the tradeoff is that the temp agency marks up the employee's salary by around 40%. This method is quicker, but more expensive. Employees hired through the Temp Agency must work a minimum of two months for the agency.</p> <p><i>Temp employees can work up to 1,300 hours or 12 months, whichever comes first.</i></p> | |
| Hiring Method | <input type="checkbox"/> Tech Temp <input type="checkbox"/> Temp Agency |
| Temp Support Area (select one) | <input type="checkbox"/> Business Ops <input type="checkbox"/> Lab/Research <input type="checkbox"/> IT |
| Expected hourly rate | |
| End Date (if known) | |
| How many temp employees are you looking for? | |
| Posting duration (minimum requirement is one week) | |
| Position Details | |
| Onsite, hybrid, or remote? | |
| Position Advertising | |
| <p><i>If you'd like to advertise through one of these sites, provide a brief job-specific writeup for us to use. Options with an asterisk* may incur advertising fees.</i></p> | |
| <input type="checkbox"/> IMS Webpage | <input type="checkbox"/> NNCI Webpage |
| <input type="checkbox"/> IMS Staff List | <input type="checkbox"/> NNCI Email List |
| <input type="checkbox"/> IMS External Newsletter | <input type="checkbox"/> LinkedIn* |
| <input type="checkbox"/> SUMS Users | <input type="checkbox"/> Technical Communities (ex., IEEE, ACS)* |
| Hiring Manager Responsibilities | |
| <p><i>Check all that apply. Information may be shared with GTHR before offer can be extended to candidate.</i></p> | |
| <input type="checkbox"/> I have completed Interviewing @ Tech training. | |
| | |
| Hiring Manager Signature | |