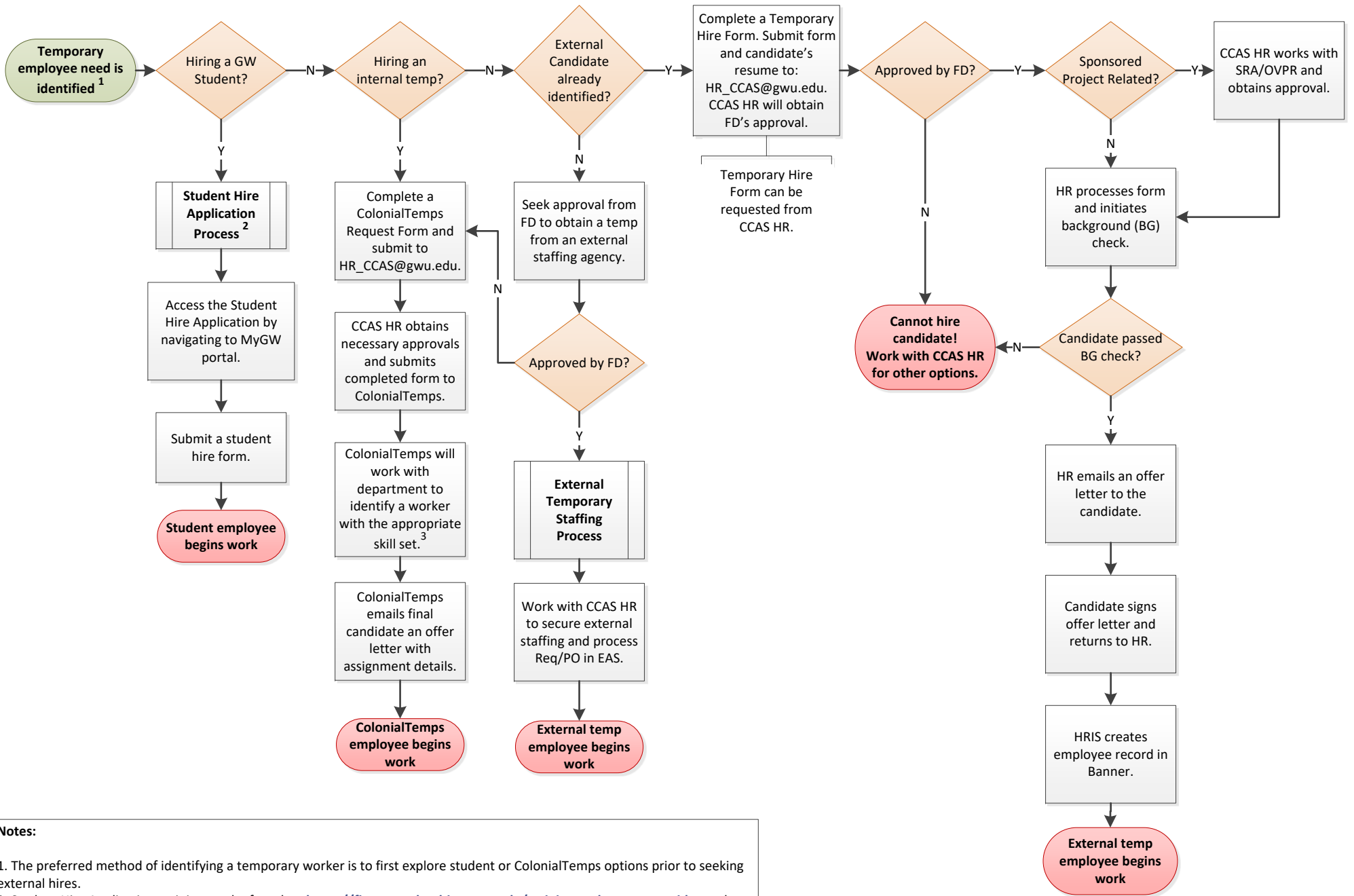


CCAS Process for Hiring Temporary Employees



Notes:

1. The preferred method of identifying a temporary worker is to first explore student or Colonial Temps options prior to seeking external hires.
2. Student Hire Application training can be found at: <https://finance.columbian.gwu.edu/training-and-resource-guides> under **Hiring and Terminating Workers** section.
3. If Colonial Temps cannot identify an appropriate temp, work with CCAS HR to identify other options.

For more information, please see **Section 3** of the **CCAS Staff Manual and Resource Guide**.