CCAS Process for Hiring Temporary Employees

Temporary employee need is identified

Hiring a GW Student?

Y

N

Hiring an internal temp?

Y

N

External Candidate already identified?

Y

N

Complete a Temporary Hire Form. Submit form and candidate’s resume to: HR_CCAS@gwu.edu. CCAS HR will obtain FD’s approval.

Approved by FD?

Y

N

Sponsored Project Related?

Y

N

CCAS HR works with SRA/OVPR and obtains approval.

Candidate passed BG check?

Y

N

HR processes form and initiates background (BG) check.

Candidate signs offer letter and returns to HR.

HR emails an offer letter to the candidate.

Candidate signs offer letter and returns to HR.

HRIS creates employee record in Banner.

External temp employee begins work

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

Notes:

1. The preferred method of identifying a temporary worker is to first explore student or ColonialTemps 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 ColonialTemps cannot identify an appropriate temp, work with CCAS HR to identify other options.