

TEMPORARY STAFFING REQUEST WORKFLOW

Process for Submitting & Approving Temporary Staffing Requests

1. Hiring Manager → Department Director or Designee

- Complete and submit the Temporary Staffing Services Vendor Request Form to your Department Director or designee for initial review.

2. Department Director or Designee Review

- Director or designee reviews justification and requests details.
- If approved, the Director or designee signs and returns the form to the Hiring Manager.

3. Hiring Manager → HR Consultant

- Hiring Manager forwards the signed form to their assigned HR Consultant for review.

4. HR Consultant Review

- HR Consultant reviews requests for alignment with staffing needs.
- If approved, HRC signs and forwards the request to the DAS-HRE Recruiting Coordinator.

5. DAS-HRE Recruiting Coordinator Review

- Recruiting Coordinator reviews and validates the request.
- If approved, Recruiting Coordinator signs and submits the request to the DOM Analyst for final approval.

6. DOM Analyst Review (Final Approval)

- DOM Analyst conducts final review.
- If approved, DOM signs and returns the finalized approval to the Recruiting Coordinator.

7. Return to Requestor + Requisition Setup

- Recruiting Coordinator returns the approved form to the original requester.
- Hiring Manager enters the requisition into VMS.

8. VMS Approval

- Recruiting Coordinator receives system notification of a pending requisition.
- Coordinator approves requisition in VMS.