

Temporary Hiring Guide

Direct Hire Temps

1. The department should have the applicant go to www.umsl.jobs and apply for the Direct Hire Temporary posting, Job ID #33791.
2. Email a completed offer letter to the recruitment staff in Human Resources for approval. Once approved, email the completed offer letter to the candidate. All temporary workers must have a completed and current Criminal Background Check (CBC) before they can work at UMSL. The offer letter will provide the candidate with instructions to complete the CBC. Based on the results of the CBC, an offer may be rescinded.
3. When the results of the CBC and employee ID are communicated to the department, the department should complete the ePAF and Appointment Notification Forms.
4. Once the ePAF is initiated, the employee will receive an email asking them to complete the online on-boarding forms.
5. All temporary hires should have an appointment end date of no longer than five months from their start date. If an extension is necessary, authorization to extend an appointment beyond the five-month period must be requested by e-mail and approved by HR recruitment staff. Under no circumstances may a temporary appointment be extended beyond 8 months. If an extension is granted, the department must change the end date in the system.
6. The department must contact Human Resources before a salary offer is made to ensure that the offer is within pay guidelines.

Available Job Codes

- 4076 – Temporary Clerical
- 4077 – Temporary Crafts and Service
- 4078 – Temporary Technical
- 4079 – Temporary Professional

If a department needs to complete a search for a temporary position, contact the HR staff for assistance.