



Temple University

Human Resources Department

Temple University Human Resources Department Temp-To-Regular Hire Policy:

Departments now have the option of hiring an employee through one of our preferred vendors on a temp-to-regular hire basis. This program is intended to aide in hiring office support and administrative services employees. It is not intended to replace our regular internal recruitment responsibilities. To start this process the following criteria must have been met:

- Employees on the placement list must be considered in accordance with any union contracts.
- A position must first be posted for internal applicant for seven days. All internal applicants and anyone awaiting placement that meet minimal qualifications must be considered.
- The department must justify why any qualified internal applicants are not selected.
- **The department must contact their HR Generalist to request the temp-to-regular hire option.** Human Resources will initiate the order with the vendor(s). The HR Generalist and the Department will work together to determine how many vendors are contacted during the recruitment and interview process.
- Once a candidate is selected they will work through the agency as a temporary employee for 90 days. If after the 90 days it is determined by the department that the temporary agency employee has met their expectations, the temporary agency employee may be hired by Temple University in accordance with any University policy and/or collective bargaining agreement. The agency will not charge a fee for this placement. If a candidate does not work out and a new individual is placed, a new 90 day transition period starts the first day of the temporary's service.
- When the temporary agency employee is transitioned to the university they will be required to take a post offer/pre employment drug test and physical.