



## **Selection Process for University Aides & Technical Professional Temporary Staff**

- Use PeopleAdmin to Create the Request to Fill as normally done for other permanent roles.

- Please request your UA or TP under 'Exempt staff'



- Once on the Exempt Staff page, please click on the 'Create New Posting' button on the upper right side of the page.



- Click 'Create from Position Type'

[Create from Position Type](#)

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

- Enter in the Title of the role starting with "TEMPORARY – UA/TP - Title"  
(Example: TEMPORARY UA – HR Assistant or TEMPORARY TP – Finance Consultant)
- Complete the information about the role, including the title, rate of pay, schedule of role, length of role's duration, and a brief description of the duties to be performed.
- Attachments that will be needed for the request include: a PAF, Job Description (doesn't need to be on the PDQ form - a list of job duties is acceptable) including minimum qualifications, and screening criteria to review the applicants.
- Submit the request for approvals.
- Once all approvals are received, we'll post the role for a minimum of 7 calendar days, reviewing applications no earlier.
- Once the posting closes, the hiring team will review applications using the screening criteria and move the top candidates to the interview stage.
- Upon completion of all scheduled interviews, an offer may be made and the hiring process will move forward.