

Sourced Temp Service Request Form

Non-Student Temps

Northwestern

INSTRUCTIONS

If you need assistance with recruiting a temporary worker and would like to utilize the Talent Acquisition Temporary Staffing Service, follow the instructions below:

1. Complete all required fields.
2. Submit form to HRTA@northwestern.edu.
3. The Talent Acquisition team will acknowledge the request within 1-2 business days.

POSITION INFORMATION

Job Title: _____ Timekeeping Approver Name: _____

School/Unit: _____ Timekeeping Approver Empl ID: _____

Department: _____ Department Number: _____

Reason for Request:

- ☐ Vacation ☐ FMLA ☐ Seasonal Peak ☐ Project
☐ Other, explain: _____

Assignment Length: Target Start Date: _____ Target End Date: _____

Schedule Hours per week: _____ Work Schedule: _____

Hourly Rate: \$_____/hour Temp service fee is \$4.50 per hour in addition to hourly rate

Assignment Address: _____

Job Description & Required Skills (REQUIRED FOR NORTHWESTERN TEMPS ONLY):

POSITION FUNDING

Funding Source & Allocation:

Chart String	Account	% Allocated
	60113	
	60113	
	60113	
	60113	

Comments: