Request for Temporary Agency Employee

**INSTRUCTIONS:** Please send completed request form and [Background Check Requirements](http://csus.edu/hr/docs/employment_services/csus_what_is_a_sensitive_position.pdf) form to **Human Resources Employment Services, Del Norte Hall 3009, Campus Zip 6032.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1** | | | | **Department Information** | | | | | | | | | | |
| Dept/Location: | |  | | | | | | | | | | Phone #: | |  |
| Supervisor: | |  | | | | | | | | | | E-mail #: | |  |
| Phone #: | |  | | | | | | | | | |  | | |
| Reason for Temporary Agency Employee: | | | | | | | | | | | | | | |
| Is this a result of a vacant position? Yes  No | | | | | | | | | | | | | | |
| If **Yes**, please provide name of employee and position person will be filling: | | | | | |  | | | | | | | | |
| Duties/Responsibilities (*please check below*): | | | | | | | | | | | | | | |
| Screen and route phone calls  Generate, edit and distribute correspondence, reports and documents  Screen and route mail  Greet visitors  Make travel arrangements and prepare travel claims  Initiate and maintain database files, lists and labels  Maintain/coordinate complex calendars, schedules and meetings  Strong verbal, written and interpersonal communication skills  Establish priorities and meet deadlines  Work independently | | | | | | | | | Thorough knowledge of English grammar, spelling, proofreading and punctuation  Corrected typing speed of 45 wpm  Proficiency with Word, Excel, and Outlook  Forecast, monitor and handle budget and purchasing matters  Handle confidential and sensitive matters  Interface with officials from educational, governmental and business communities  Interpretations of policies and practices implemented  Other: | | | | | |
| Work Schedule: | | |  | | | | | | | | | | | |
| Dress Code: | |  | | | | | | | | | | | | |
| Start Date\*: | Choose a date | | | | | | | End Date: | | Choose a date. | | | | |
| \*Note: Start date is contingent upon successful completion of a background check | | | | | | | |  | | | | | | |
| Chargeback information: | | | | | 660003 | |  | | | |  | |  | |
|  | | | | | CMS Account | | CMS Fund | | | | Dept ID | | CMS Class | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2** | **Approval Information** | | |
|  | |  | Enter Date |
| Prepared By (Please Print) | |  | Date |
|  | |  |  |
| Approved By  (MPP, Dean, Director, VP) | |  | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3** *(HR use only)* | | | **Employee Information** |
| Employee Name: |  | | |
| Previous Employee? | | Yes  No | |
| Position Classification: | | General Clerical Assistant  Administrative Assistant  Executive Assistant | |