

## How to Request to post a Temporary Job Opening

*Note: Per OFCCP audits, any Temporary position that is longer than 6 months requires you to post/advertise the position by way of a Temporary Posting Request form. The pool must be certified by EOPD and you must interview a minimum of 3 applicants.*

*The current Temporary pools are for short-term hiring of 6 months or less only, such as FMLA coverage, etc.*

1. The Request to post a Temporary Job Opening form is located in the following **breadcrumbs** below in PantherSoft HR: Main Menu> Self Service or Manager Self Service> Employee Resources> Employee Forms> Recruitment Forms:



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2. Once the form is completed, please click the “print” button and save it as a PDF file to email to [temps@fiu.edu](mailto:temps@fiu.edu). Do not print it out and scan or it cannot be copy/pasted for posting.
  - You can attach a word document with additional job duties or qualifications.
  - Do NOT submit paper request form to the HR office.

<b>FIU</b>   FLORIDA INTERNATIONAL UNIVERSITY		<b>Request to post a Temporary Job Opening</b>			
Date Prepared: 07/26/2019		Prepared By: Stephanie Felisme		Extension #: 7-2661	
Business Unit: HUMRE - HUMAN RESOURCES			Department: 156002000 - Talent Acquisition Management		
Job Code/Title: 0014 - Clerical & Secretarial					
Working Title: Recruitment Assistant			Requested Rate/Range: \$12.00 to \$15.00		
Rate Type: Hourly			Standard Hours: 20		
Work Hours: M-F, 8:30AM to 12:00PM			Target Hire # 1		
Reports to Supervisor ID: 0000000			Reports to Name: Stephanie Felisme		
REASON FOR TEMPORARY APPOINTMENT: Appointment for the accomplishment of short term assignment					
<b>JOB DUTIES/RESPONSIBILITIES:</b>					
The TAM office is seeking a Temporary employee to join their team of professionals. Duties include:					
-Filing					
-Answering & directing phone calls					
-Typing documents and other clerical duties.					
<b>Other Duties:</b>					
None of these apply					
<b>ALLOCATION</b>					
Activity Nbr	Cost PID	Task	Project	Fund	End Date
0000000000					
For HR Official Use		<input type="checkbox"/> Posting Requirement Waived	<input type="checkbox"/> Required to Post		

❖ If you previously posted this Job opening, feel free to submit the email request with the previous Job Opening ID# to mirror and the request form will not be required.

**\*The job opening will be posted on the careers site within 7 to 10 business days of submission and you will receive a confirmation email regarding new Job ID# and remove date.**