1. **Purpose**
   1. The purpose of this procedure is to provide a detailed explanation of the placement and hiring of temporary employees.
2. **Scope**
   1. The scope of this procedure encompasses defining different arrangements with a Staffing Agency, the review process, and when to initiate the hiring process.
3. **Definitions**
   1. Long Term Temporary (TTH) – Used to fill open full time positions. They are given a complete background check and must score 75% or higher on the skills assessment test given by the Staffing Agency.
   2. Short Term Temporaries – Used to staff for short term projects or spikes in business. They are given a less intensive background check and do not have to score 75% on the skills test. A short term temporary may become A TTH if they perform well and we have a full time position available. If you wish to change their status, please email the Staffing Agency so they can process the change.
   3. Payrollee - A Payrollee is an applicant that has either been referred to Concept by a current employee or an external job posting. This is the process for filling a position with a Payrollee (a detailed process can be found by [clicking here](https://conceptpkg.freshdesk.com/support/solutions/articles/12000019007-cpg-payrollee-process)):
      * + Candidate submits an application directly to CPG for the Supervisor to review
        + Supervisor conducts a tour and interview with the applicant
        + Supervisor informs the Staffing Agency that they are sending an applicant as a Payrollee
        + Supervisor emails the HR Support Desk with the position/shift, application, interview notes, BC release, and interview checklist
        + Agency processes the Payrollee as normal, excluding the interview & tour.
        + Payrollee receives full time pay rate.
4. **Requesting a Temporary**
   1. You may only request a temporary for a position that the Staffing Agency has a current CPG Job Description.
      1. Please specify the following via email to the Agency:
         * Short Term vs. Long Term
         * Shift
         * Department
         * Position
         * **\*\*NOTE:** You may not request for specific types of persons, for example height or gender.
5. **Filling a Position**
   1. Once the Staffing Agency has a candidate ready to fill the position, they will send you a confirmation email.
      1. A temporary may not start unless you have received an email with the following information:

* Name
* Clock Number
* Expected Start Date
* Training Sheets – Temporaries will no longer bring hard copies of their training sheets. You must print those from the email. Complete any necessary training and keep the form until the temporary is either hired or their assignment ends. At that point, the training sheet is submitted to the HR Support Desk.

1. **Attendance Tracking**
   1. It is extremely important to notify the Staffing Agency any time a Temporary EE is tardy or absent.

* If a Temporary EE receives 2.25 occurrences within their first 60 days, their assignment will end.
* If they work longer than 60 days, CPG’s attendance policy will apply.

1. **30-Day Review Process**
   1. After 30 days ALL temporaries are given a review via the following process:

* The Staffing Agency will email a blank copy of the review form.
* The Supervisor completes the review form and returns to the Staffing Agency.
* The Supervisor and Agency coordinate a date & time to give the Temporary EE their review.
* The Supervisor/Lead MUST be present for the review.
* If the Temporary scores 69% or below their assignment is ended.

1. **45-Days – Begin Hiring Process**
   1. After 45 days, you may begin the hiring process.

* Notify the Staffing Agency of your intent to hire the Temporary EE.
* Complete the CPG Hiring Process for Temporaries (details can be found by [clicking here](https://conceptpkg.freshdesk.com/support/solutions/articles/12000012706-hiring-process-for-temporary-employees))
* Once you know their start date, notify the Agency (must be after 60 days of service as a Temporary).

1. **Ending an Assignment**
   1. Notify the Staffing Agency when there is a need for them to end a Temporary’s assignment.

* Provide a reason
* Specify if they are eligible to return – the Agency keeps a “do not return” list for repeat staffing.