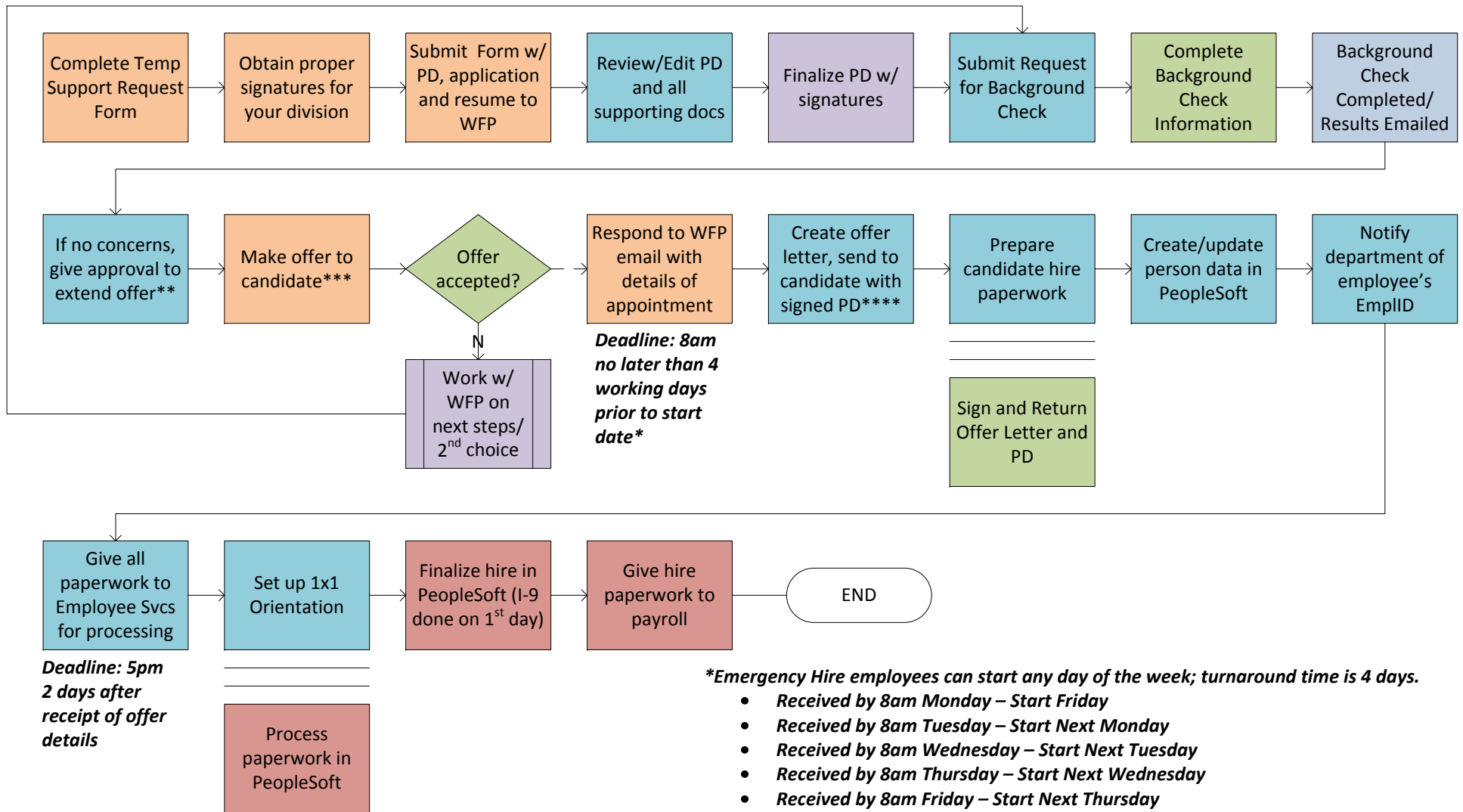


Emergency Hire Process



- Department/Hiring Manager
- Workforce Planning
- Hiring Manager and Workforce Planning
- Employee Services
- Applicant/Candidate
- Accurate Background

***Emergency Hire employees can start any day of the week; turnaround time is 4 days.**

- Received by 8am Monday – Start Friday
- Received by 8am Tuesday – Start Next Monday
- Received by 8am Wednesday – Start Next Tuesday
- Received by 8am Thursday – Start Next Wednesday
- Received by 8am Friday – Start Next Thursday

****If results raise concerns, WFP will contact candidate for additional information, will consult with HR management and UPD when appropriate and, if necessary, let the manager know the candidate may not be hired.**

*****MPP salaries must be approved by the President before the offer can be made.**

******MPP Offer Letters must be signed by the President prior to forwarding to candidate; Offer Letters for Academic MPPs will also be reviewed by the Office of the Provost.**