

# Temporary Worker- Hire Request Form

### Division/Program/Department:

### New Hire Name:       Email Address:       Phone Number:

### Begin Date:

### End date:

### Note: Temp workers on Penn’s payroll can only be employed for no more than 9 months

### Rate of Pay:

### Approximate hours per week:

### Work schedule:

### Account to charge:

### Note: Workday will compensate based on %. If you use multiple accounts, provide instructions on % for each account here:

### Supervisor/Timesheet approver:

### Location where employee will be working:

### Designate Type:

### [ ]  Temp Worker (on Penn’s payroll)—must complete PIQ below

### [ ]  Source Temp through Apple One (temp agency)

### Description of Work:

### Approved By:

**For Apple One temps:**

Job Title (select one):

[ ]  Administrative Assistant A [ ]  Administrative Assistant B

[ ]  Administrative Coordinator [ ]  Other:

Reason for request:

## \*Questionnaire must be filled out completely for hiring Temporary Workers on Penn’s payroll\*

**(1) Will this position have supervisory responsibility over other workers? (Required)**

[ ]  Yes - This position will supervise others

[ ]  No - This position will not supervise others

**(2) What level of supervisory responsibility will this position have? (Required)**

[ ]  No responsibility or authority for direction of others

[ ]  Authority limited to direction of student and/or temporary workers

[ ]  Orient/train others; may act in a leading capacity

[ ]  Provide limited supervision for one or more functions within a department (functional)

[ ]  Make recommendations re: HR issues, plan/assign/evaluate work of staff (bonafide)

[ ]  Supervise multiple functions, with full responsibility for effective operations & results

[ ]  Overall responsibility to provide direction and guidance for Penn

**(3) What level of contact will this position have externally? (Required)**

[ ]  External communication with others is minimal

[ ]  Occasional contact with outside agencies & general public supplying information

[ ]  Regular contact with outside agencies & general public supplying/seeking information

[ ]  Regular external contacts to explain specialized matters, occasionally to enforce policies

[ ]  Regular external contacts, with continuing personal contact to enforce policies

[ ]  Regular contact with external persons of importance and influence

[ ]  Continuing external contacts involving difficult formal negotiations

**(4) What level of contact will this position have internally? (Required)**

[ ]  Little or no contacts

[ ]  Regular contact within department & periodic contact with other departments

[ ]  Regular contact within department & with other departments, supplying information

[ ]  Regular contact to carry out programs; occasionally with officials at higher levels

[ ]  Regular contact to carry out programs; continuing contact with officials at higher levels

[ ]  Regular contact with internal persons of importance and influence

[ ]  Continuing contacts involving difficult formal negotiations

**(5) What is the typical level of problem solving encountered over time in this position? (Required)**

[ ]  Problems solved by reporting them to a supervisor

[ ]  Problems solved by talking with a supervisor

[ ]  Solutions found by selecting from specific choices defined in standard work policies

[ ]  Solutions found by using methods chosen before in similar situations

[ ]  Problem solving involves identification and analysis of diverse problems

[ ]  Problems are complex, varied and only mildly related to those seen before

[ ]  Problem solving requires understanding and evaluation of impact upon the University

**(6) What is the level of decision-making skills or use of independent judgement required for this position? (Required)**

[ ]  Standardized: little independent judgment required

[ ]  Routine: limited opportunity for independent judgment

[ ]  Basic: provided on an as needed basis; some independent judgment necessary

[ ]  Varied: establish general objectives relative to project; independent judgment req

[ ]  Analytic: establish and review broad objectives relative to duties/responsibilities

[ ]  Highly complex: review established objectives; recommend dept/school objectives

[ ]  Multifaceted: review and approve major recommendations, establish procedures

**(7) What is the level of complexity of this position? (Required)**

[ ]  Standardized: few repetitive duties

[ ]  Routine: routine tasks, processes, or operations

[ ]  Basic: moderately complex procedures and tasks

[ ]  Varied: complex and varied work

[ ]  Analytic: non-standardized and widely varied work

[ ]  Highly Complex: broad in scope covering one or more complicated areas

[ ]  Multifaceted: broad in scope covering the entire University's operations

**(8) What is the impact of this position on Revenue Generation? (Required)**

[ ]  None

[ ]  Indirect

[ ]  Supportive

[ ]  Contributory

[ ]  Major Impact

[ ]  Directing

**(9) What impact will this position have on Grant funds? (Required)**

[ ]  None

[ ]  Incidental

[ ]  Supportive

[ ]  Recommending

[ ]  Controlling

[ ]  Delegating

**(10) What impact will this position have on Operating Budget? (Required)**

[ ]  None

[ ]  Incidental

[ ]  Supportive

[ ]  Recommending

[ ]  Controlling

[ ]  Delegating

**(11) What is the highest level of planning scope required for this position? (Required)**

[ ]  Daily

[ ]  Current Week

[ ]  1 to 4 Weeks

[ ]  1 to 3 Months

[ ]  4 to 12 Months

[ ]  1 to 3 Years

[ ]  3 Years or More

**(12) What is the level of primary scope of planning required for this position? (Required)**

[ ]  Individual (position only)

[ ]  Unit or equivalent (<15 faculty & staff)

[ ]  Section or equivalent (>15 faculty & staff)

[ ]  Department or equivalent (>15 faculty & staff)

[ ]  School/Center

[ ]  University-wide

**(13) Working Conditions: Please select all that apply (Required)**

[ ]  Office, Library, Computer room

[ ]  Stockroom or Warehouse

[ ]  High noise environment

[ ]  High dust, dirt, grease environment

[ ]  Requires extensive safety training or protective devices

[ ]  Alternative work schedules or on-call

**(14) Physical Effort: Please select all that apply (Required)**

[ ]  Typically sitting at a desk or table

[ ]  Typically standing or walking

[ ]  Typically bending, crouching, stooping

[ ]  Typically running, climbing

[ ]  Intermittently sitting, standing, stooping

[ ]  Occasional lifting 25 lbs or less

[ ]  Occasional lifting 25-50 lbs.

**(15) Is continuation of this position dependent upon any type of Grant Funding? (Required)**

[ ]  Yes

[ ]  No

**(16) Will this position have any of the following access or responsibilities?**

* Purchasing or approving purchases of supplies or material for the department/organization
* Handling credit cards, petty cash or other instruments of cash (customer cards, Purchasing Cards or PennCards) for students, alumni, staff or faculty
* Financial control or management of grant funds, budgets, salaries, or other financial resources (Required)

[ ]  Yes

[ ]  No

**(17) Will this position operate a University vehicle or drive a vehicle on University business? (Required)**

[ ]  Yes

[ ]  No

**(18) Will this position work with or have exposure to children under the age of 18? (Required)**

[ ]  Yes

[ ]  No