

# 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