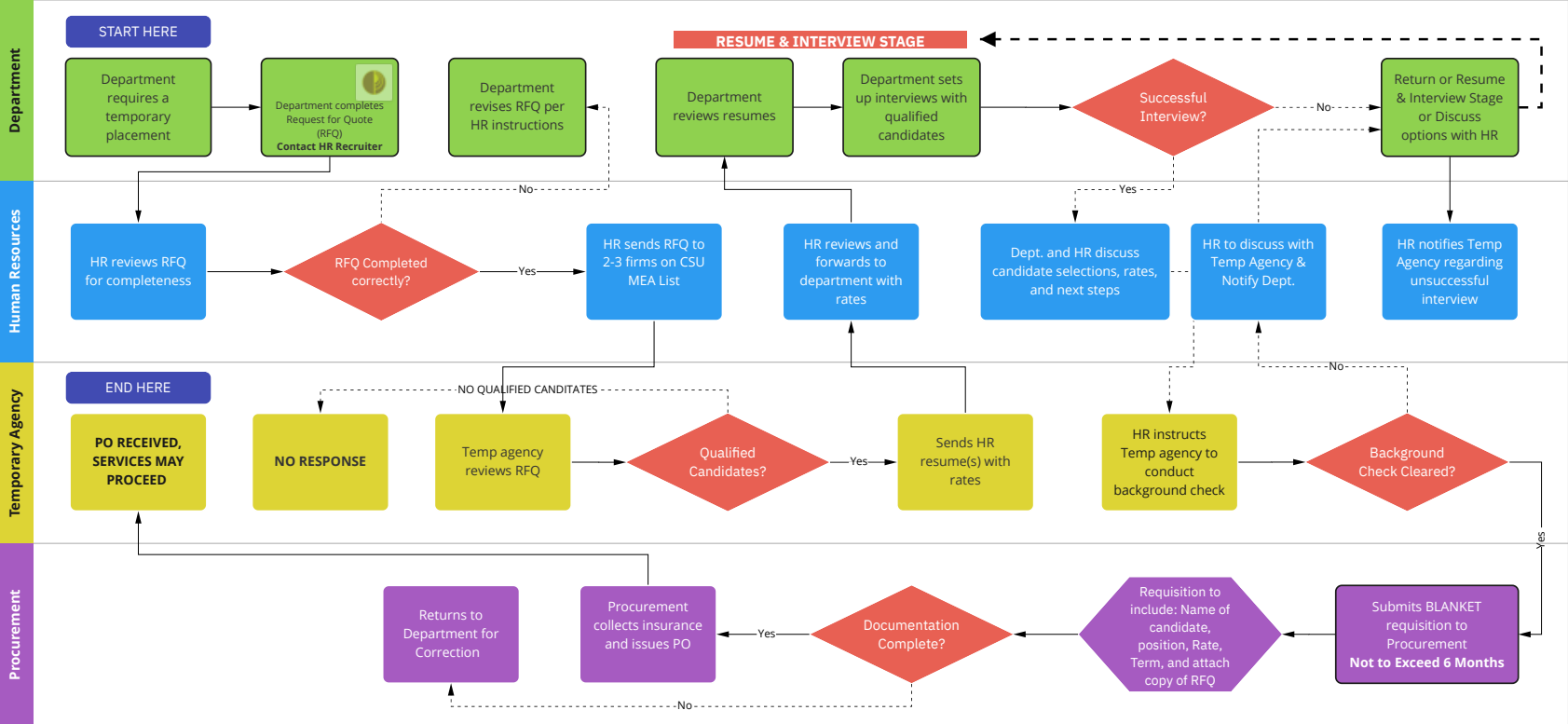
Department
Human Resources
Temporary Agency
Procurement
START HERE
Department requires a temporary placement
Department completes Request for Quote (RFQ)
Contact HR Recruiter
Department revises RFQ per HR instructions
RESUME & INTERVIEW STAGE
Department reviews resumes
Department sets up interviews with qualified candidates
Successful Interview?
No
Return or Resume & Interview Stage or Discuss options with HR
No
Yes
HR reviews RFQ for completeness
RFQ Completed correctly?
Yes
HR sends RFQ to 2-3 firms on CSU MEA List
HR reviews and forwards to department with rates
Dept. and HR discuss candidate selections, rates, and next steps
HR to discuss with Temp Agency & Notify Dept.
HR notifies Temp Agency regarding unsuccessful interview
No
END HERE
NO QUALIFIED CANDITATES
PO RECEIVED, SERVICES MAY PROCEED
NO RESPONSE
Temp agency reviews RFQ
Qualified Candidates?
Yes
Sends HR resume(s) with rates
HR instructs Temp agency to conduct background check
Background Check Cleared?
Yes
Returns to Department for Correction
Procurement collects insurance and issues PO
Yes
Documentation Complete?
Requisition to include: Name of candidate, position, Rate, Term, and attach copy of RFQ
Submits BLANKET requisition to Procurement
Not to Exceed 6 Months
No