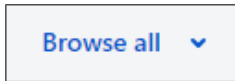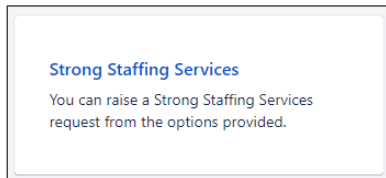# Strong Staffing Request Form QRC

Managers and Coordinators can use an online customer portal to request staffing from Strong Staffing.

Accessing the New Staffing Request form

1. Connect to the [customer portal](#). Note that you must be connected to the University network to access the portal.
2. Click **Browse all** to expand the portal selections.

Browse all ⌄

3. Click **Strong Staffing Services** card to access the form.

Strong Staffing Services
You can raise a Strong Staffing Services request from the options provided.

4. Click **New Staffing Request** link on the Strong Staffing Services portal page.

How to Complete the New Staffing Request form

1. Within the **Job Title** field, enter the temporary assignment title (example Sec IV, OAR, PUS, etc.) requested (required).
2. Completion of the following fields are highly recommended:
   a. Select the appropriate **Job Type** from the drop-down list.
   b. Select the appropriate **Job Profile** from the drop-down list.
   c. Enter a job description in the **Job Description** text box. *Please identify any job duties and minimum job requirements needed for this temporary assignment (including any skills, certifications/licenses, education, etc.).*
   d. Select the appropriate **Reason for Request** in the drop-down list.
3. Enter the **Supervisory Division** where the position will reside.

Note: For Divisions 040, 050, 060, 090, 091, and 092 additional financial questions appear lower on the form. Responses will automatically route for financial approvals when the form is submitted. Review the Finance Questions guidance section below to complete.

4. Enter the **Supervisory Org/Department** where the position will reside.
5. Enter the **Manager** name for this position.
6. Enter the number of resources needed in the **Quantity Needed** field.
7. Enter the **Requested Start Date** for the requested position.
8. Enter the **Estimated End Date** for the requested position.
9. Completion of the following fields are highly recommended:
   a. Choose all of the appropriate **Job Attributes.**
   b. Enter the **Scheduled Weekly Hours.**
   c. Select the **Work Shift** from the list.
   d. If applicable, select the **Union Code** from the list.
   e. Add any **Additional Notes** in the text field. *Please list any unique instructions or, if you have identified a candidate, provide their name and contact information (and attach a resume' in the attachment field below).*
10. Enter the **Costing Allocations** for this position in the **Costing Allocation** and **Costing Allocation %** fields.
    a. Select the + sign to **Add Additional Costing Allocation** lines to document if the resource is multi-allocated.

11. Complete **Finance Questions** for requests from Divisions 040, 050, 060, 090, 091, and 092. See guidance below.
12. The following fields are optional to complete:
    a. Add any **Attachments** that will help in the processing of this request.
    b. To copy another employee that should be notified for the request, enter their name in the **Share this Request** field.
13. Select **Create** to send request for processing (and additional approvals if required). A confirmation form will be sent for your records.

Finance Questions: For Divisions 040, 050, 060, 090, 091, and 092:

14. Are there sufficient funds in the budget to cover this expense? (Yes or No)
15. What is the authorized complement for this position?
16. What is current year to date budget variance in account?
17. What other options exist for filling critical functions?
18. For Divisions 040, 050, and 060 continue to the next step. All others can return to step 4 to complete this form.

Finance Questions Continued: For Divisions 040, 050, and 060:
1. What is current year-to-date flexible budget variance in account?
2. What is total direct HBSI Opportunity?
3. Return to step 4 to complete this form.

Once the order form has been received, Strong Staffing will fill the order from its pool of temporary employees. The customer has four placement options:

• Strong Staffing will select the best qualified candidate for the department (most expedited placement option).
• Strong Staffing will provide resumes of interviewed and qualified candidates for the department to review, and the department will make a selection based on the resumes.
• Strong Staffing will provide resumes, and set up interviews for the department, who will make a decision following their interview process.
• Strong Staffing will coordinate the placement of temporary assignments through third-party employment agencies if needed.

<u>For questions on this process, please contact one of the following Strong Staffing members:</u>

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