

How to hire — Short term employees

Short term temporary employees include Contract, Consultants, and STRETCH program staff. Hiring managers interested in recruiting and onboarding a short term temporary employee must first discuss with their chapter lead and obtain approval.

Steps for Hiring Managers:

- Contract employee:
 - A contract employee performs a particular professional service or project. To hire a short term contract employee, submit a [ServiceNow Ticket](#) to begin the process.
- Consultant employees:
 - Consultants are employed as the need arises, and are hired through the payroll system. To hire a short term consultant employee, submit a [ServiceNow Ticket](#) to begin the process.
- STRETCH program employees:
 - A Stretch Assignment is a unique, typically short-term assignment, made available within or outside of the normal business group for a specific period of time. They are hired to perform a specific role intended to supplement their overall career development plan, while providing an opportunity to close gaps in resources. It is an excellent way to build skills, expand business acumen, and broaden the employee's network of colleagues, providing opportunities that may not be possible in an employee's primary role.
 - Please review our [STRETCH program PDF](#) for further information on hiring STRETCH program employees.

Once the hiring manager submits the service now tickets for short employees, People Operations team will work with the hiring manager.

The onboarding process is now ready to begin. Time to [return to the site for onboarding next steps](#).

Resources:

- [UTO Staff Recruitment ServiceNow ticket](#)
- [Internal hiring procedures page](#)

- [Business Center job posting request webform](#)
- [Consultants/Independent Contractors](#)