

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	TEMPORARY EMPLOYMENT PRACTICES	Procedure Number:	3-3-101.2 ATC
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:	8-7-100; 8-7-100.2		
Governing ATC Policy:	3-3-101		

Approved: 
President


Chief Human Resources Officer

Date Adopted: 08/02/2010
Date Revised: 02/01/2019

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Recruitment Process

1. The division and/or department will identify a need for temporary support and the funding source for the positions, to include advertising costs.
2. An open position advertising request is completed by the supervisor and sent via normal supervisory channels for approval.
3. The Human Resources Office will review and prepare for advertisement.
4. All applicants will be required to complete the South Carolina Government application and furnish transcripts, if deemed necessary for the position.
5. At a minimum, the supervisor shall generally conduct no less than three (3) interviews, collect all interviewing materials, prepare hiring justifications, and communicate with the appropriate Vice President. Before making an offer to the applicant, the Human Resources Office will be contacted. All documentation related to the interview will be forwarded to the Human Resources Office.
6. The supervisor will initiate the preparation of the Temporary Employee Agreement Form.