

## **2461-B Quick Rehire**

This procedure is used to rehire an individual into a qualifying temporary position<sup>1</sup> where the individual being recommended for rehire worked in this same position sometime within the previous 12 months.

The hiring supervisor must:

1. receive authorization for rehire by submitting the Quick Rehire Form up through the direct report to the President to obtain chain-of-command approval.
2. submit a Blue Team Form.
3. create an Adjunct Faculty/Overload Employment Form (Adjunct Faculty position) or Human Resources Information Form (Part-time Hourly Staff (temp) position).
4. ensure the rehired candidate
  - a. completes his/her rehire employment paperwork on or before his/her first day of re-employment and goes through a HR rehired employee orientation, which is scheduled through the Human Resources Technician in the Office of Human Resources.
  - b. completes the electronic Personal Data Sheet.

### **Contact(s):**

Director of Human Resources

**Related Form(s):** Quick Rehire Form; Personal Data Sheet

**Related Policy or Procedure:** [1470 – Employment/Separation](#)

**Approved by:** President

**Date:**

**Revision(s):**

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<sup>1</sup> Adjunct Faculty and Part-time Hourly Staff (Temporary)