

Hiring Manager's Guide to Hiring Temporary Staff

1. Send the completed the [Candidate Requisition](#), [Information Systems Request](#), to AskHR@wfu.edu subject line: Candidate Requisition.
2. Make a verbal offer that contingent upon successfully completing a background/credit check and drug screen and determine a tentative start date.
3. Call back the member of the HR Service Center that initially contacted you to let them know if the candidate has accepted the offer, and desired start date.
4. Refer to the [Pre-Hire Checklist](#) and the [First Day Checklist for New Staff](#).