Adecco Procedures for UMDNJ

Adecco follows the same hiring practices as UMDNJ. The following outline provides the step-by-step process and timeline for filling your temporary opening. Please note: “the maximum number of days” is included for each step, which means the hiring process can take 3-15 days to conclude.

**Step 1: Submit an Adecco request for temporary requisition form**
Form must be completed with Department Head and Budget Officer Approvals.

*Maximum number of days: 1*

**Step 2: Order confirmation**
Adecco confirms request within 4 hours with Hiring Manager and reviews scope of position/qualify skill requirements. We may also request an in-person department visit.

*Maximum number of days: ½*

**Step 3: Applicant Submittal**
Adecco submits qualified applicants.
*All qualified applicants have completed Adecco interview and assessments*

*Maximum number of days: 2*

**Step 4: Pre-employment requirements**
Once the candidate is identified for the position, Adecco verifies pre-employment requirements have been met prior to associate start date.

*TABB background (Social Security Trace, Criminal and Felony, References) *Background completion could take up to 3 weeks*

*Medical clearance (TB, HEP B, Physical, Respirator)*

*Rehire/hire eligibility confirmed with UMDNJ HR.*

*Compliance training (HIPPA and EMTALA)*

*HSS-OIG verification*

*Maximum number of days: 14*

**Step 5: Vacancy is filled**
Adecco completes new hire orientation.

New hire starts, Adecco will continually monitor the progress of associates while on assignments.