

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.