• **AS-Human Resources** is the first point of contact and the liaison between the organization (supervisor) and the SOS program staff.

• The supervisor should contact the Human Resources Recruitment Coordinator (Karen Gray) in the following scenarios:

  - When an SOS employee/intern is needed.
  - When there is a performance problem with an SOS employee.
  - When an SOS assignment needs to end early.
  - When an SOS assignment needs to be extended.

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**Job Aid: Hiring an SOS Temporary Employee**

**Process**

- **Organization finds an individual to work an SOS assignment or internship through SOS**
  - Supervisor Contacts HR
  - HR must post job requisition with SOS program
  - Candidate must apply with SOS program; pass MQ’s, references, and background check and interview
  - If candidate meets criteria, SOS sends supervisor and HR an email regarding start date and time entry instructions
  - SOS completes new hire paperwork; as they are considered the actual employer of any SOS temporary
  - SOS sets up time entry in E-1
  - HR initiates desktop, etc. access
  - HR initiates email account if needed
  - Hired SOS employees arrives at HR at 8:00 on first day for security badge and escort to work assignment
  - If E-1 access beyond time entry is needed, a request should be given to HR to initiate proper procedures.

- **Organization does not have an individual in mind; wants SOS to seek a candidate in the pool**
  - Supervisor Contacts HR
  - HR must post job requisition with SOS program
  - SOS seeks candidate from existing SOS pool or advertises for position
  - Candidate must apply with SOS program; pass MQ’s, references, and background check and interview
  - When an acceptable candidate meeting criteria is found, SOS sends supervisor and HR email regarding start date and time entry
  - SOS completes new hire paperwork; as they are considered the actual employer of any SOS temporary
  - SOS sets up time entry in E-1
  - HR initiates desktop, etc. access
  - HR initiates email account if needed
  - Hired SOS employees arrives at HR at 8:00 on first day for security badge and escort to work assignment
  - If E-1 access beyond time entry is needed, a request should be given to HR to initiate proper procedures.

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*Created 11/12/2014*