

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff  
Subject: Temporary Employment Pool  
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**Service Provided**

To identify staff to provide temporary clerical assistance to departments. At least 24-hour notice required.

**Primary Contact Person**

Renee Moton

Note: If above individual is not available, additional HR/AA staff will be able to assist you.

**General Information**

Departments may call HR/AA to request temporary help. HR/AA will maintain a pool of qualified persons with clerical skills. HR/AA will contact persons in the pool in an effort to match qualifications with the needs of the department. The temporary employee will then be referred to the department for an interview.