

## HIRING PROCESS THROUGH A TEMPORARY AGENCY

1. Determine what your budget will allow and the time frame that the temporary worker will be needed.
2. Determine skills and proficiency level of skills the temporary worker will require.
3. Determine the start date, length of assignment, hours and days worked.
4. Currently Kelly Services, Staffmark, RANDSTAD, and Corporate Job Bank Personnel Services are under state contract. In using these agencies you will receive a discount. Inform the agency MCCCD District is under state contract **EPS070043**.
5. Contact the Temporary Agency and explain the details pertaining to your needs (inquire about the rate as it relates to your proficiency level).
6. Temporary agent will conduct search. Decide if you will want to review resumes, interview and select temporary, or allow agency to select temporary based on skills.
7. Create a requisition on CFS (determine the dollars needed based on length of assignment and funding available) and generate a purchase order number.
8. When the invoice(s) arrive stamp, date, initial and write the complete Purchase Order number (PO#) on it.
9. Send the Temporary Agency's invoice properly coded to Accounts Payable.

### Participating Temporary Agencies

- Kelly Temporary Services (Contract EPS070043-10-A5)  
(602) 264-0717 (Contact: Jessica Morris)
- Staffmark Pacific LLC (Contract EPS070043-12-A4)  
(623) 776-7133 (Contact: Imelda A. Madrid)
- Corporate Job Bank Personnel Services (Contract EPS070043-3-A5)  
(480) 966-0709 (Contact: John Kemper)
- RW Staffing Solutions (Contract EPS070043-1-A4)  
(602) 697-0032 (Contact: Scott Rosner)
- Advantage Human Resourcing (Contract EPS070043-14-A4)  
(623) 492-9844 (Contact: John Duff)
- Apple One Employment Services (Contract EPS070043-15-A4)  
(623) 772-5728 (Contact: Shana Sagasta)
- Superior Staff (Contract EPS070043-5-A7)  
(602) 220-9292 (Contact: Annie Rohde)

- Spherion Staffing (Contract EPS070043-6-A6)  
(480) 831-0064 (Contact: Kimberly Braithwaite)
- Accounting & Finance Professionals (EPS070043-7-A4)  
(602) 306-4473 (Contact: Deanne Desautel)
- Allstaff Services, Inc. (Contract EPS070043-8-A4)  
(602) 277-3381 (Contact: Cheryle Harrrell)
- Provencia Staffing (Contract EPS070043-9-A5)  
(623) 842-2900 (Contact: Janet Pettifer)

\*\*Each fiscal year the State of Arizona goes to bid for temporary services. We will inform you if any of the above information changes so you can receive your discounted rates.



*Wage and Salary Home*  
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