

How to Get an Agency Temp

(A Quick Reference Guide for Managers)

- Assure budget is sufficient
- Have a blanket purchase order number
- Contact the primary vendor:

Primary Vendor: Trillium Staffing Solutions
Contacts: Kellie Lavallier or Jennifer Miller
(810) 733-7180
klavallier@trilliumstaffing.com

- Provide the following information to the vendor:

- Position/Qualifications
- Number of Employees Needed
- Start Date
- Estimated/Known End Date
- BPO Number
- Department
- Screening process (if desired, you can review resumes, interview and select the temporary employee)

- If the primary vendor is unable to fill your position, contact the secondary vendor:

Secondary Vendor: Employment Plus
Contact: Amy Morrison
(810) 667-1262
lapeer@employmentplus.com

- If neither primary or secondary vendors can fill your position you are free to contact a vendor capable of meeting your needs or you may call Human Resources (x20565) for assistance
- Once the temporary is on-site, it is your responsibility to orient the employee to the department and to the College
- Approve time card