

What is the FAST (Administrative Support Temps) Roster?

The Flexible Administrative Support Temps roster offers applicants the opportunity to work as temporary employees in University of Idaho departments. It also fulfills a need for hiring departments to fill temporary administrative support positions very quickly as the recruitment time is done in advance resulting in applications being available immediately.

What is the recruitment and hiring process for the FAST Roster?

- The FAST Roster recruitment is posted on the Human Resources website through the PeopleAdmin applicant tracking system. Human Resources reserves the right to close the roster or repost as needed to accept more applications depending on the amount/level of requests that are coming in and the qualifications of the applicant pool.
- When in need of immediate clerical assistance, a department contacts HR, specifically the Recruitment Specialist, with a request to be granted access to the roster. The hiring department will provide a brief written description (about a paragraph) of the job duties and responsibilities that the clerical temp will perform. Access will be given to the department representative and their Affirmative Action Coordinator (AAC) to view the applications in PeopleAdmin.
- **SCREENING:** Departments will screen candidates on availability, experience and suitability based on the application materials.
- **INTERVIEWING:** The department should obtain approval to interview from the department AAC and then forward that approval to HR at hr-peopleadminhelp@uidaho.edu. Human Resources will transition applicants accordingly.
- **REFERENCES:** Once the final candidate(s) have been selected, call and check references. For a reference check guide, check the HR website under Recruitment/Reference Checking tab in the middle of the page: <http://www.uidaho.edu/human-resources/managers/recruitment>.
- **OFFERING:** After checking references, the department should obtain approval to hire from their department AAC. A **contingent** verbal offer may be made based on the results of the background check.
- **BACKGROUND CHECK:** All non-student temporary hires are required to complete a background check per [APM 50:16](#). The department must request a background check by completing the department request for a criminal background check request form located here: <https://www.uidaho.edu/human-resources/managers/recruitment/background-checks>.
- **HIRING:** Once permissions have been obtained and a background check completed, the new employee must go to Human Resources to fill out the proper employment paperwork. An EPAF may then be put on Banner for the new hire from the roster.

***Rehiring someone for your department originally employed through the FAST Roster:** The department will have the right to rehire a person they employed through the FAST Roster without conducting an additional search. This re-employment process is only allowed for this temporary position type and is not approved for faculty, classified or exempt positions.

