

Tech Temp Process

- Hiring Department creates a requisition via Taleo and proceeds the same as for a regular staff posting. (PSF requires an End Date.)
- Hiring Department should list Heather Brooks as the Recruiter (aka Talent Consultant) in Taleo.
- Position is posted a minimum of three days business days (vs. the normal five business days)
- Non-University System of Georgia students should apply online via www.careers@gatech.edu.
- Once a candidate has been identified, the hiring department should create the offer details in Taleo and send to the Talent Consultant for approval.
- After the offer has been approved, the Hiring Department should capture the candidates' response in Taleo.
- Tech Temps do not receive offer letters
- Once the Talent Consultant receives the candidates' response, background documents will be sent to the candidate via Taleo.
- The candidate should complete the background forms and fax them to 404-894-1235 to initiate the pre-employment screening process (candidates under the age of 18 will NOT be subject to the background screening process).
- The hiring department will be notified after the candidate has cleared for hire the background screening process.

NOTE: Candidates should not begin their work assignment until after they have been cleared for hire by GTHR.

Non-University System of Georgia students are considered Tech Temps employees and are subjected to guidelines under the Affordable Healthcare Act (ACA). Hours for Tech Temps are tracked via GT Reports. Campus HR Representatives and HR Business Partners have access to these reports and can disseminate information as appropriate to ensure compliance with ACA guidelines. Additional information about ACA guidelines and how temporary employees are impacted, as well as FAQs, can be found on the [Board of Regents website](#) or on the [Georgia Tech Human Resources website](#).