HIRING TEMPORARY EMPLOYEES WITH EVERGREEN REQUISITIONS

An Evergreen Requisition is a general pool advertisement designed to source applications and is used in most cases to hire a temporary employee.

Because an employee cannot be hired directly from an Evergreen Requisition the Employment Coordinator or Manager will need to create a Job Requisition in Workday using the **Create Job Requisition** task to hire a temporary employee.

For details on how to create a job requisition, review the **Create a Job Requisition** Quick Reference Guide or contact Human Resources for additional details.

Note: If a position does not already exist to hire a temporary employee, the Employment Coordinator or Manager will need to use the **Create Position** task to create a job under the appropriate manager’s supervisory organization in Workday prior to creating a job requisition.

# APPLICANT INSTRUCTIONS

Applicants should apply to the **UADA Temporary Positions** Evergreen Requisition posted on our [External Career](https://uasys.wd5.myworkdayjobs.com/UASYS) site.

Note: Applicants actively employed with **any** UA System Institution should apply in Workday by clicking on the Career application or by searching for Find Jobs Internal in the search tool in order to avoid generating a duplicate account.

# MINIMUM QUALIFICATIONS

Applicants must meet the minimum qualifications for the job title in which they are hired as determined by the UA System Division of Agriculture.

Any candidates without a High School Diploma or equivalent will be required to use the Extra Help Assistant title.

# HOURLY PAY RATES

Hourly pay rates/ranges for temporary job titles are determined by the UA System Division of Agriculture and are listed in the **Temporary Hourly Rate Chart** listed on Human Resource’s Hiring page.

For additional information on temporary/hourly employee pay, contact HR at [humanresources@uada.edu](mailto:humanresources@uada.edu)