

Job Order Instructions



Procedures to place an order with TempForce are simple and we work hard to ensure prompt response with little turn-around time in providing solutions to your staffing needs. Following are detailed instructions for placing an order for a position with TempForce.

CONTACT

To place an order with TempForce, please contact a member of our Staffing Division using one of the following contact methods:

- **By Phone** – Call your orders into our office at (352) 378-2300 and any of our trained staff will be able to take the relevant information for your order. It will be forwarded to our Staffing Division immediately and we will begin the process of locating the ideal candidate for your need.
- **Online or Email** – You may also submit your order on our website at tempforcegainesville.com (click [here](#) to connect directly to our job posting page) or you may email our staff-wide email address, staff@tempforce.net, and a member of our Staffing Division will follow up upon receipt to confirm and discuss our available candidates.
- **Direct Contact** – You may contact your Staffing Division representative directly either by calling our main office number or by email.

Lou Carlton, Staffing Division Manager
lcarlton@tempforce.net

Leslie Lafond, Staffing Support
leslie.lafond@tempforce.net

Rose Crane, Staffing Administrator
rcrane@tempforce.net

Gabby Gele, Staffing Support
ggele@tempforce.net

INFORMATION TO PROVIDE

It is essential for TempForce to have detailed and accurate contact, billing and position information.

Contact – TempForce will need contact information, including office phone numbers, email and any additional forms of contact for the following:

- **Order Contact** – this is generally who originates the order with TempForce and is a contact for any necessary details for the order.
- **Report To / Supervisor** – this is who the TempForce employee will report to on their first day and is generally the same person who will be supervising the employee throughout the duration of the assignment; however, at times the “Report To” and the “Supervisor” are not the same and both contacts will need to be provided.
- **Billing Contact** – this is who will be handling the TempForce invoices and who will be contacted for any billing information needed.

Billing – TempForce must have accurate billing information including:

- Billing contact
- Billing address (if applicable – this is not necessary for eBilling or specialized billing such as invoicing through Corcentric)
- Payment method – Purchase Order, P-card, credit card, check, other funds (i.e. FCPA)
- 4 Digit Business Unit number
- 8 Digit Department ID number

Position (Job Description) – You will need to provide a detailed job description for all orders including:

- Class and Skill Level selected from the pricing matrix (this is available online at the UF Procurement website at <http://www.purchasing.ufl.edu/contracts/temp.asp> and TempForce is available to provide assistance with this selection)
- Work schedule
- All required job responsibilities
- Special skills required
- Equipment used by position
- Physical requirements
- PPE (personal protective equipment) requirements – PPE means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards.

IMPORTANT: Any change in assignment location or job duties must be reported to TempForce and receive prior written approval from TempForce.

THE PROCESS

- At the time of placing an order TempForce will discuss if resumes and/or interviews are requested or necessary for the position.
 - TempForce will match talent with the position requirements and submit resumes for review and work with the order contact or position supervisor to set up interviews.
 - If resumes and/or interviews are not required, TempForce will work to select the best qualified candidate for the position.
 - Once a talent is selected, TempForce will work with the order contact or position supervisor to coordinate the talent's start details.
 - UF Department will place a requisition for TempForce services (TempForce is located in the vendor file under Career Center Inc.)
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TempForce is here to assist you every step of the way. Please contact us should you have any questions at any point during the order or staffing process.



staff@tempforce.net

www.tempforcegainesville.com

352-378-2300 Office

352-371-2573 Fax