



SPECIAL CONSULTANT CHECKLIST

This checklist is a guide to the hiring process.

The steps listed below are to be followed when hiring a Special Consultant:

- Complete Quick Hire form
- Provide the following information on Quick Hire form:
 - candidate's name (in comments section)
 - daily salary
 - number of days employee will work
 - dates of employment
 - CMS position number
- Obtain required signatures and send to Human Resources
- Candidate submits an online application (if applicable)
- Recruiter will contact department once all forms are ready to sign
- Special consultant visits HR to sign offer
- Offer is distributed to appropriate parties
- Department advises special consultant of timekeeping process (i.e., timesheets)