



JOB ORDER REQUEST Email: utemp@utoronto.ca or Fax: 416.978.8724			DATE	
DEPARTMENT				
ADDRESS <i>(Including Room No.)</i>				
REQUESTED BY		TITLE		
EMAIL ADDRESS		TELEPHONE		
POSITION REPORTS TO				
CASUAL POSITION TITLE		CASUAL POSITION RANKING		
POSITION DUTIES	<input type="checkbox"/> Full Job description attached if classified position		<input type="checkbox"/> Lifting will be required	
COMPUTER SKILLS		BEGINNER	INTERMEDIATE	ADVANCED
	WORD			
	EXCEL			
	POWERPOINT			
OTHER SKILLS	ACCESS			
		BEGINNER	INTERMEDIATE	ADVANCED
	Outlook			
	FIS			
	HRIS			
CLASSIFICATION	ROSI			
	OTHER			
	<input type="checkbox"/> Replacement <u>OR</u> <input type="checkbox"/> Overflow	<input type="checkbox"/> Union <u>OR</u>	<input type="checkbox"/> Non-Union	
START DATE		END DATE		
DAYS OF WORK		HOURS OF WORK		
AMS ACCESS	<input type="checkbox"/> Yes <input type="checkbox"/> No	TCARD	<input type="checkbox"/> Yes <input type="checkbox"/> No	
AMS ACCESS REQUIREMENTS	<i>If the position requires the UTemp employee to have AMS access UTemp will provide the Hiring Manager with the appropriate forms to be completed prior to the placement. Note: Processing time is approximately 24hrs.</i>			
<input type="checkbox"/> I wish to review resumes of UTemp candidates before placement		<input type="checkbox"/> I wish to interview UTemp candidates before placement		
NOTES				
Have you used UTemp before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, how did you hear about us?		