

Auxiliary Request Form

Contact Name:		Phone:		Ext:	
Department:		Date:			
Classification:		Reason for Vacancy:			
Start Date:		Approx End Date:			
Hours of Work (e.g. 8-4):		F/T or P/T?			
Report to:		Phone:		Ext:	
Orientation provided? (e.g. policies on breaks / lunches).	YES <input type="checkbox"/> NO <input type="checkbox"/>	Designated work space/tools?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Job Description Avail? if not please provide details below.	YES <input type="checkbox"/> NO <input type="checkbox"/>				
Any restrictions or policies (e.g. dress code)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Place of meeting on first day:			
Please provide job details or a brief job description:					
Additional (Private) comments:					
REQUIRED SKILLS – below, we have provided you with a list of the most commonly used skills that you can copy and paste here:					
Computer	Clerical	Secretarial	Accounting	University Systems	
Word	Data Entry	Meeting Minutes	Bookkeeping	SIS	
Excel	Filing	Scheduling Meetings	Financial Statements	FMS	
ACM	E-mail	Transcription	Requisitions	HRMS	
Powerpoint	FAX/Copier	Medical Terminology	Payroll Forms	ISIS	
Outlook	Reception	Typing	Purchasing	Position Management	
Access	Switchboard/Phone	Travel Arrangements	Handling Cash	E-forms	
Social Media	Front Counter	Work Requests	Budget	Hyperion	
	Customer Service	Correspondence		eRecruit	